**Notification on the processing of personal data in considering complaints and requests**

Pursuant to Art. 13 sec. 1 and sec. 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (general regulation on the protection of data) (Journal of Laws UE L 119 of 04.05.2016, page 1, amended Journal of Laws UE.L 2018 No. 127, item 2), hereinafter referred to as GDPR, I would like to inform you that:

1. The administrator of your personal data is the President of the Central Office of Measures.

Contact with the data administrator:

* by phone: (22) 581 93 99
* by e-mail: gum@gum.gov.pl
* by writing to: Central Office of Measures, ul. Elektoralna 2, 00-139 Warsaw.

2. You can contact the Data Protection Officer:

* by phone: (22) 581 94 30
* by e-mail: iod@gum.gov.pl
* by writing to: Data Protection Inspector, Central Office of Measures, ul. Elektoralna 2, 00-139 Warsaw.

3. Your personal data will be processed in order to consider the received complaint or request.

4. The legal basis for the processing is Art. 6 sec. 1 lit. c) GDPR - fulfilment of the legal obligation incumbent on the administrator, pursuant to the provisions of the Act of 14 June 1960 - Code of Administrative Procedure (Journal of Laws of 2020, items 256, 695, 1298, 2320, of 2021, item 54, 187).

5. Your personal data may be transferred only to entities authorized under separate provisions of law.

6. Your personal data will not be transferred to countries outside the European Economic Area or to international organizations.

7. We will store your personal data for the period necessary to achieve the purpose of processing and not shorter than the period specified in the provisions on archiving - the Act of 14 July 1983 on the national archival resource and archives (i.e. Journal of Laws of 2020 item 164).

8. You have the following rights in connection with the processing of your personal data:

* the right to access your data and receive their copy - in accordance with art. 15 GDPR
* the right to rectify (correct) your data if it is incorrect or out of date - in accordance with art. 16 GDPR
* the right to limit data processing - in accordance with art. 18 GDPR

9. You have the right to submit a complaint regarding the processing of personal data to the President of the Personal Data Protection Office, to the following address: ul. Stawki 2, 00-193 Warsaw if you feel that the processing of your personal data violates the provisions of the General Data Protection Regulation (GDPR).

10. Providing the data is voluntary, but necessary to consider the complaint or request.

11. Your data will not be used to make decisions in an automated manner and will not be subject to profiling.