

.....  
**Full nam**

.....  
**Address of residence**

**PESEL**.....

.....  
date, place

## DATA PROCESSING INFORMATION CLAUSE

We wish to inform you that we process your personal data. The detailed information regarding this process is presented below. Therefore, we are fulfilling the information obligation towards you under Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as the GDPR.

### Personal Data Controller

The Data Controller of your personal data is the *STOWARZYSZENIE NA RZECZ WSPIERANIA EDUKACJI DZIECI I MŁODZIEŻY ‘OMNIBUS’* [‘OMNIBUS’ ASSOCIATION FOR THE SUPPORT OF EDUCATION OF CHILDREN AND THE YOUTH’], hereinafter referred to as the Omnibus Association, with registered office in Pszczyna (43-200) at ul. Stefana Batorego 26, entered in the Register of Associations of the National Court Register under number 0000237488, NIP [Tax Identification Number] 6381668027, REGON 24013640000000 [National Official Business Register].

### Data Protection Officer

If you wish to exercise your rights, please contact the person appointed by Omnibus Association via e-mail: [stow.omnibus@wp.pl](mailto:stow.omnibus@wp.pl), or by the following telephone number: 605-504-842, or using the contact form available at <http://omnibus.pless.pl/kontakt/>, or the address details specified above.

### The Purpose and Basis of Personal Data Processing

Your data is processed:

- for the purpose of providing, you with services within the scope of the Omnibus Association’s co-financed and own projects, based on your (Article 6(1)(a) of the GDPR);
- for the purpose of concluding an agreement on the basis of your interest in concluding an agreement (Article 6(1)(b) of the GDPR);
- for the purpose of carrying out the obligations incumbent on the Omnibus Association by virtue of concluding an agreement of mandate, an agreement for specific work or other civil law agreement with you (Article 6(1)(b) of the GDPR);
- for the purpose of providing, you with emergency assistance, as this is required for the protection of your vital interests or the vital interests of another person (Article 6(1)(d) of the GDPR);

- for the purpose of handling entrusted or supported public tasks – i.e., the performance of a task carried out for a public purpose (Article 6(1)(e) of the GDPR);
- for analytical purposes, i.e., for preparing information regarding your ability to support the Omnibus Association as a Public Benefit Organisation, which constitutes a legitimate interest (Article 6(1)(f) of the GDPR);
- for the purpose of archiving (evidential purposes) in order to secure the information in the event of a legal need to prove factual events, which constitutes the legitimate interest of the Omnibus Association (Article 6(1)(f) of the GDPR);
- for the purpose of a possible establishment of an investigation or defence against claims, which constitutes the legitimate interest of the Omnibus Association (Article 6(1)(f) of the GDPR);
- for the purpose of surveying customer satisfaction and assessing the quality of services rendered by the Omnibus Association, which constitutes the legitimate interest of the Omnibus Association (Article 6(1)(f) of the GDPR);
- for the purpose of handling requests that you send to us (for instance by e-mail) (Article 6(1)(d) of the GDPR);
- for the purpose of performing tax obligations, such as invoicing, bookkeeping – pursuant to the applicable tax laws – (Article 6(1)(c) of the GDPR);
- for our employees – for the purpose of handling employment agreements, Article 6(1)(c) of the GDPR);
- for our pupils, for the purpose of providing them with various types of support (Article 6(1)(c) of the GDPR).

### **Categories of the Processed Personal Data**

We wish to inform you that as a Personal Data Administrator, the Omnibus Association processes the following personal data related to you:

- Electronic identification data
- Surname and forename
- Names of parents
- Date of birth
- Place of birth
- Address of residence or ?permanent? residence
- PESEL registration number
- ID card series and number
- Bank account number
- Financial standing of your family ? Information on the financial standing of your family? (I am not sure if information on financial standing of the family constitutes personal data)
- Landline phone/cellphone
- E-mail
- Information on employment and family income
- Data related to your image
- Financial information
- Other data which may be required in order to provide you with different types of support in accordance with the specifics of the conducted project

*(Presented above is the exemplary catalogue of the data which may be processed by you – all of the items should be should be detailed in a similar fashion as show for the basic data)*

### **Recipients of Personal Data**

Personal data may be transferred to subcontractors who are going to process it on behalf of the Data Controller pursuant to a mutually concluded data processing agreement. The subcontractors for the processing of personal data may include/include: an accounting office, IT specialists, debt collection companies, law firms. Personal data may be transferred to publicly available debt registers.

If you wish to become acquainted with the detailed list of entities we have entrusted with data processing, please contact us using one of the contact methods indicated above.

### **Transferring Data to Third Countries or International Organisations**

Your personal data is not transferred outside of Poland/European Union/European Economic Area to the so-called third countries.

### **Duration of Personal Data Processing**

- Your data processed for the purpose of execution of the concluded agreement shall be processed until the expiry of the statute of limitations for the potential claims arising from the agreement;
- Your data processed for direct marketing purposes on the basis of your consent, until you object or withdraw the consent;
- Your data shall be processed for the purpose of fulfilling legal obligations, including, in particular, tax and accounting obligations and labour law for the period of time for which the Association is obliged to store the documents, including for the purpose of keeping proof by authorised entities as well as for preventing fraud and abuse;
- Your data may be processed for archiving purposes, if the legal regulations impose such an obligation on the Omnibus Association;
- Your data shall be processed for the duration of the project or other form of support and stored for as long as the Omnibus Association is required to demonstrate sustainability, or may be subject to an inspection related to this or the performance of any related claims.

### **Your Rights**

Your rights related to the processing of your personal information by Omnibus Association include the following:

- The right to access and obtain a copy of your data.
- The right to rectify the data.
- The right to delete the data – pursuant to the GDPR, you have the right to request the data to be deleted – if you believe that your data are processed without legal basis.
- The right to restrict the processing of your data – you have the right to limit the processing carried out by Omnibus Association.
- The right to object to the processing of your data – in relation to your particular situation with regards to the processing based on Article 6(1)(e) or (f), Article 6(1)(e) – i.e., the processing is required for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Data Controller;  
Article 6(1)(f) – processing is necessary for the purposes of legitimate interests pursued by the Data Controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject, which require the protection of personal data, in particular where the data subject is a child.
- The right to data portability – you have the right to request your data to be sent in a commonly used *pdf* format, either directly to you or to another entity designated by you.
- The right to lodge a complaint with a supervisory authority – i.e., the President of the Personal Data Protection Office or to another competent supervisory authority.
- The right to withdraw the consent to personal data processing – please be advised that you have the right to withdraw your consent to the processing of your personal data at any time. The withdrawal of consent shall not affect the compatibility of the earlier processing of such data in light of the processing consent you have previously provided.

In order to exercise your rights, we direct you to the website: [www.omnibus.pless.pl](http://www.omnibus.pless.pl), e-mail address: [stow.omnibus@wp.pl](mailto:stow.omnibus@wp.pl), phone number: 605-504-842 and through the Office of *Stowarzyszenie na Rzecz Wspierania Edukacji Dzieci i Młodzieży 'Omnibus'*, ul. Stefana Batorego 26, 43-200 Pszczyna.

Please be advised that your identity will have to be verified in cases where you wish to exercise your rights.

### **The Obligation or Voluntariness of Providing Your Personal Data**

The provision of your personal data is:

- The prerequisite for the execution of the agreement – it is voluntary; however, the lack of consent shall render the performance of services impossible;
- The prerequisite the provision of support services – it is voluntary; however, the lack of consent prevents you from participating in the projects;
- Voluntary in other cases, where there is no legal obligation to process your data at the same time or to carry out certain activities.

### **Sources of Personal Data**

Your personal data was obtained from:

- E.g., from another company for the performance of services for that company,
- the National Court Register,
- the Central Register of Information and Economic Activity,
- In result of your voluntary provision of the data.

### **Acting as an Entity Entrusted with Personal Data**

The Omnibus Association may act as a so-called Processor with respect to the processing of your personal data, that is, in the context of the implementation of individual projects. The Data Controller of your personal data will be the institution providing the grant or commissioning the performance of certain activities, and the Omnibus Association processes your data on the basis of an agreement for personal data processing.

.....  
/date and legible signature/

---

ul. Stefana Batorego 26, 43-200 Pszczyna

tel. 605 504 842

e-mail: [stow.omnibus@wp.pl](mailto:stow.omnibus@wp.pl)

[www.omnibus.pless.pl](http://www.omnibus.pless.pl)

KRS 0000237488 NIP 638 166 80 27

REGON 240136400

Bank Spółdzielczy w Pszczynie : 42 8448 0004 00277196 2001 0001

Swift: POLUPLPR

Bank ING: 68 1050 1399 1000 0090 3133 2464

Swift: INGBPLPW

konto walutowe (dolar): 23 1050 1399 1000 0090 3133 2498

konto walutowe (euro): 46 1050 1399 1000 0090 3133 2472