

Information clause - East Poland House in Brussels

In accordance with Article 13 (1) and (2) of the General Data Protection Regulation of 27 April 2016 - GDPR, I hereby inform you that:

1. The administrator of your personal data is the Regional Office of the Warminsko-Mazurskie Voivodeship in Brussels, with its registered office at Avenue de Tervueren 48, 1040 Brussels, Belgium, represented by the Director of the Office, Ms Małgorzata Wasilenko.
2. A Data Protection Officer has been appointed at the Warminsko-Mazurskie Regional Office in Brussels, who can be contacted regarding the protection of your personal data and the exercise of your rights, by e-mail: p.zywicki@warmia.mazury.pl.
3. The Regional Office of the Warminsko-Mazurskie Voivodeship in Brussels co-administers personal data with the representations of the Podlaskie, Lubelskie, Świętokrzyskie, and Podkarpackie Voivodeships as part of a joint initiative entitled: East Poland House. Joint administration is based on Article 26 of the GDPR and is governed by the Rules of Procedure of the East Poland House.
4. The joint controllers have agreed that the Regional Office of the Warminsko-Mazurskie Voivodeship in Brussels is responsible for maintaining the GDPR documentation, fulfilling the information obligation, and exercising the rights of data subjects under the GDPR.
5. Your personal data will be processed to:
 - a) fulfilling the statutory obligations of the Regional Office of the Warminsko-Mazurskie Voivodeship in Brussels, the most important of which are the protection of the interests of the Warmia and Mazury region in the EU institutions, promotion of the region, and activities for the integration of the region into EU structures (Article 6 (1)(c) of the GDPR).
 - b) carrying out activities aimed at concluding contracts (Article 6 (1)(b) of the GDPR),
 - c) necessary for the implementation of the strategy and policy of the Warminsko-Mazurskie Voivodeship in the scope of public tasks (Article 6 (1)(e) of the GDPR).

Furthermore, in certain cases, such as the organization of events, conferences, sending a newsletter or meetings with experts, data will be processed with your consent, which can be withdrawn at any time (Article 6(1)(a) of the GDPR).

6. The other representations of the Podlaskie, Lubelskie, Świętokrzyskie, and Podkarpackie Voivodeships under the East Poland House initiative pursue similar objectives as indicated in point 5.
7. The recipients of your personal data may only be authorized entities that pursue their purposes of processing based on separate provisions of law.
8. Your personal data will not be transferred outside Poland, the European Union or the European Economic Area (EU and Norway, Liechtenstein, and Iceland).
9. The Regional Office of the Warminsko-Mazurskie Voivodeship in Brussels stores personal data until the completion of the task within the scope of its statutory duties, and if the processing of personal data is subject to the provisions of the Act of 14 July 1983 on the national archival resources and archives, until the specified in those provisions. In the case of the organization of events and conferences, the data collected from you directly will cease to be processed no earlier than 3 months after the event, unless the provisions of the above-mentioned Act require their storage.
10. Within the scope of your rights regarding your personal data, you have the following rights: access to your data, rectification/completion of data, the right to withdraw consent to the processing of personal data, to transfer data, to lodge a complaint with the supervisory authority, which is the President of the Office for Personal Data Protection or its Belgian equivalent. The right to delete data, to limit processing, and to object is granted to the extent permitted by law (Articles 17, 18, and 21 of the GDPR, respectively).
11. The exercise of the rights will be possible at your request and will be carried out by the Regional Office of the Warminsko-Mazurskie Voivodeship in Brussels:
 - sent in writing to the Regional Office of the Warminsko-Mazurskie Voivodeship in Brussels, Avenue de Tervueren 48, 1040 Brussels, Belgium,
 - by telephone: 0032 2 738 02 20
 - by e-mail: info@eastpoland.eu
12. The provision of personal data is voluntary but necessary to perform the statutory tasks of the Office and other Offices operating within the East Poland House initiative.