**Notification of change of contact information of current data protection officer**

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| Part A: The designation of the controller |
| The full name of the controller | Kliknij tutaj, aby wprowadzić tekst. |
| REGON number (if assigned) (optional) | Kliknij tutaj, aby wprowadzić tekst. |
| Sector (optional) | public sector:Wybierz element. | private sector:Wybierz element. |
| Address:

|  |  |  |  |
| --- | --- | --- | --- |
| Country | Kliknij tutaj, aby wprowadzić tekst. | City | Kliknij tutaj, aby wprowadzić tekst. |
| Voivodeship | Kliknij tutaj, aby wprowadzić tekst. | Street | Kliknij tutaj, aby wprowadzić tekst. |
| Poviat | Kliknij tutaj, aby wprowadzić tekst. | Postcode | Kliknij tutaj, aby wprowadzić tekst. |
| Commune | Kliknij tutaj, aby wprowadzić tekst. | Building number | Podaj numer | Suite number  | Podaj numer |

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| Person/persons authorized to represent the controller |
|  | Name and surname: Kliknij tutaj, aby wprowadzić tekst. | Position: Kliknij tutaj, aby wprowadzić tekst. |
|  | Name and surname: Kliknij tutaj, aby wprowadzić tekst.(optional) | Position: Kliknij tutaj, aby wprowadzić tekst.(optional) |
|  | Name and surname: Kliknij tutaj, aby wprowadzić tekst.(optional) | Position: Kliknij tutaj, aby wprowadzić tekst.(optional) |
|  |
| Part B: Contact information of data protection officer |
| Name | Kliknij tutaj, aby wprowadzić tekst. | Surname | Kliknij tutaj, aby wprowadzić tekst. |
|  Telephone number | Kliknij tutaj, aby wprowadzić tekst. | E-mail address | Kliknij tutaj, aby wprowadzić tekst. |
| A phone or e-mail address must be provided (both fields can not be left empty - according to the wording of Article 10 (1) of the Act on the Protection of Personal Data). |
|  |
| ☐ Application filled in by a proxy (optional)The power of attorney granted in electronic form and proof of payment of the stamp duty must be enclosed when submitting the application through the business.gov.pl website.Power of attorney with a qualified electronic signature of the person granting the power of attorney. |

**Controller.**

President of the Personal Data Protection Office (President of the UODO) with his registered office in Warsaw, at Stawki 2 Street will be the controller of your personal data.

You can contact UODO in the following way:

a) by letter: ul. Stawki 2, 00-193 Warszawa

b) by e-mail which is given on our website: https://www.uodo.gov.pl/pl/p/kontakt

c) by phone: (22) 531 03 00.

**Data protection officer.**

You can also contact the data protection officer designated by the President of UODO via e-mail address: IOD@uodo.gov.pl.

**Purpose of processing and legal grounds.**

Your personal data contained in the form will be processed in order to receive notifications of contact details of the data protection officer in accordance with Article 37 (7) GDPR¹, and then for the fulfillment of the obligation to archive documents as stipulated in the Act of 14 July 1983 on the national archival resources and archives.

**Recipients of personal data.**

The recipients of your personal data will be the Minister of Entrepreneurship and Technology for the purpose of placing the application form on the platform biznes.gov.pl and Wojewoda Podlaski (voivodship governor) in connection with the electronic document management system (EZD PUW) used by the President of UODO.

**The storage period.**

We will store your personal data until you notify us of the data protection officer's recall without informing about the appointment of a new person at the same time and then - in accordance with the Office's Instruction and document archiving provisions - for a period of 5 years from the end of the year, in which a notice of recall of the data protection officer was received.

**Data subject rights.**

According to GDPR, You are entitled to:

a) the right of access to your data and receiving a copy;

b) the right to rectify (correct) your data;

c) the right to erase personal data in a situation where data processing does not take place in order to fulfill an obligation resulting from a legal provision or in the exercise of public authority;

d) the right to restriction of processing;

e) the right to lodge a complaint with a supervisory authority - President of the UODO (to the address of the Personal Data Protection Office, ul. Stawki 2, 00 - 193 Warszawa).

**Information about the requirement to provide data.**

Providing your personal data in this form is an obligation arising from Article 37 (7) GDPR and Article 10 of the Act on the Protection of Personal Data.

¹REGULATION (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).

**How to sign 1 document by more than 1 person?**

To sign a document by more than one person, in the process of filling out the form on the biznes.gov.pl website, select the "qualified signature" checkbox. The biznes.gov.pl website does not allow two people to sign the application with two Trusted Profiles.