



Pursuant to Article 13 of the 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, “GDPR”), we present basic information on personal data processing:

**THE CONTROLLER**, meaning the entity processing your personal data is the **KRAKOW FESTIVAL OFFICE** with its seat at **ul. Wygrana 2, 30-311 Krakow**, a municipal cultural institution entered in the register of cultural institutions maintained by the Krakow Municipality under the number 19 (hereafter “Office”).

**THE OFFICE** may be contacted as follows: electronically at [poczta@biurofestiwalowe.pl](mailto:poczta@biurofestiwalowe.pl), in writing at **KRAKOW FESTIVAL OFFICE** with its seat at **ul. Wygrana 2, 30-311 Krakow**, or by telephone on **+48 12 354 25 00**.

**THE OFFICE** has appointed a **DATA PROTECTION INSPECTOR**, who may be contacted in regard to all matters concerning personal data processing and exercising rights related with data processing, on [GDRP@biurofestiwalowe.pl](mailto:GDRP@biurofestiwalowe.pl) or in writing at **DATA PROTECTION INSPECTOR, KRAKOW FESTIVAL OFFICE** with its seat at **ul. Wygrana 2, 30-311 Krakow**. Details of the Data Protection Inspector are provided on the website: [www.biurofestiwalowe.pl](http://www.biurofestiwalowe.pl), and at the seat of the Personal Data Controller.

#### **THE OFFICE SHALL PROCESS YOUR DATA FOR THE FOLLOWING PURPOSES:**

1. Conclusion and performance of a contract (legal basis: Article 6.1.b GDPR);
2. Execution of **THE OFFICE'S** legal obligations, including, in particular, issuance and storage of invoices and accounting documents (legal basis: Article 6.1.c GDPR); for the purposes and in the scope of participation in the Conference, including booking tickets and settlements of expenses relating to participation in the Conference – legal basis: Article 6.1.b. GDPR;
3. Marketing and promotion of **THE OFFICE'S** products and services (legal basis: Article 6.1.a and f GDPR);
4. For archiving (evidence) purpose; determination, investigation or defence against claims; ensuring safety of persons and property based on **THE OFFICE'S** justified legal interest (legal basis: Article 6.1.f GDPR).

Your personal data will be processed for a period essential to execute the purposes, for which they were collected, in accordance with criteria defined in the law, including securing any claims for 10 years.

In the event of processing the data for marketing purposes based on your consent (Article 6.1.a GDPR) – until the withdrawal of your consent for any reason.

#### **YOUR PERSONAL DATA MAY BE PROVIDED BY THE OFFICE TO THE FOLLOWING CATEGORIES OF RECIPIENTS:**

1. Entities, which are authorized based on generally applicable laws;
2. Entities, which process the data on behalf of the Office, i.e. entities, which process data as subcontractors, based on an agreement and solely in line with instructions from the Office.

#### **THE OFFICE HEREBY INFORMS THAT YOU HAVE THE FOLLOWING RIGHTS:**

1. Access to your personal data and the right to obtain information about, amongst others, data categories, purposes of processing, as well as obtaining data copies;
2. Correct any incorrect data and provide missing data, as well as “being forgotten”, meaning that you have the right to remove data, which is processed unjustly and illegally (e.g. data is no longer essential for the purpose, for which they were collected);
3. Raise an objection against data processing, and the right to limit data processing. In such case, after reviewing the inquiry, **THE OFFICE** will no longer be able to process personal data provided by you, unless **THE OFFICE** confirms the existence of important, legally justified reasons for processing, superior over the interests, rights and freedom of the data subject, or the basis for determination, asserting or defending claims;
4. Transfer of data processed in an automated manner, meaning that you are entitled to demand that the personal data are sent by **THE OFFICE** directly to another controller, if technically possible;
5. The right to withdraw consent at any moment, without affecting the compliance of processing, executed on the basis of a consent before withdrawal of consent (if processing is conducted pursuant to Article 6.1.a. or Article 9.2.a GDPR); the right to submit a complaint to the President of the Personal Data Protection Office, if the participants states that personal data processing is conducted with a violation of the provisions of the GDPR.

Providing data for the purpose of execution and performance of an agreement is voluntary, however a failure to provide data will be the inability to perform the agreement.

In case of consent for data processing for marketing purposes, providing personal data is voluntary and may be withdrawn at any time.

#### **WHAT ARE “COOKIES”?**

“Cookies” are small text files, sent by visited websites and stored in devices of end users (in the browser files catalogue). These files allow recognizing the user’s device and displaying the website adjusted to his individual preferences. “Cookies” usually include the name of the original website, period of their storage on the device, and a unique number. More information on cookies is available on [allaboutcookies.org](http://allaboutcookies.org).

#### **WHY ARE “COOKIES” USED?**

“Cookies” are used to adjust the content of websites to the user’s preferences and to optimize activity on websites. We use cookies to understand how users use the website, and adjust it in a manner making the use of website more comfortable and interesting. Cookies also provide us with statistical data about traffic, users, and their use of our websites. Cookies may also be used by our cooperating advertisers and research companies.

#### **REMOVAL OF “COOKIES”**

Typically web browsers allow placement of cookies on the user’s device by default. These settings may be changed at any time, so as to block automatic handling of cookies in the setting of the browser, or to inform about each time cookies are sent to the device. Details about the possibility and manners of handling cookies are available in the (browser) programming options. Please remember that removing or blocking cookies may result in difficulties, or even prevent the use of the website.