

**INFORMATION CLAUSE
FOR EMPLOYEES, CONTRACTORS, INTERNS, TRAINEES, VOLUNTEERS, AND
OTHER COLLABORATORS**

In connection with the implementation of Regulation (EU) 2016/679 of the European Parliament and Council, dated April 27, 2016 (GDPR), which came into effect on May 25, 2018, I inform you that:

I. Personal Data Controller.

The controller of your personal data is the Treblinka Museum. The Nazi German Extermination Camp and the Labour Camp (1941-1944), located at Wólka Okrąglik 115, 08-330 Kosów Lacki, Tax Identification Number (NIP): 8231663667, represented by the Director (hereinafter referred to as the Treblinka Museum).

II. Data Protection Officer.

The Museum has appointed a Data Protection Officer, Elżbieta Żochowska, who can be contacted at: Data Protection Officer, Wólka Okrąglik 115, 08-330 Kosów Lacki, or via phone: 516-540-147.

III. Purpose and Legal Basis for Processing.

Your personal data will be processed for the following purposes:

- Establishing an employment or collaboration relationship with you based on an employment contract, service contract, internship agreement, apprenticeship agreement, or volunteer agreement, and performing the associated rights and obligations;
- Fulfilling our legal obligations and rights as an employer, service provider, or host for internships or volunteer work, as required by law, particularly the Labor Code, implementing regulations, and other legal acts;
- Fulfilling our obligations regarding you and your family members under regulations for social insurance, health insurance, taxes, workplace accidents, accounting, national defense, and archiving (including the Act of July 26, 1991, on personal income tax; the Act of October 13, 1998, on the social security system; the Act of June 29, 1995, on public statistics; and the regulation of the Ministry of Labor and Social Policy of May 28, 1996, on the scope of maintaining employee documentation and personal files, Civil Code);
- Organizing training for employees, contractors, interns, trainees, or volunteers, conducting performance evaluations, and assessing abilities and skills;
- Ensuring security and property protection at the facilities managed by the Data Controller through video monitoring.

Legal basis for processing:

- Compliance with legal obligations arising from the above-mentioned laws (Article 6(1)(c) GDPR);
- Processing is necessary to enter into and perform an employment contract, service contract, internship, apprenticeship, or volunteer agreement (Article 6(1)(b) GDPR);
- Your consent (Article 6(1)(a) GDPR).

IV. Data Recipients.

Your data may be shared with the following categories of entities: Social Insurance Institution (ZUS), Tax Office (US), other government authorities, IT service providers, training providers, lawyers, workplace safety inspectors, data protection officers, entities we collaborate with, and other entities authorized by law.

V. Data Transfer to Third Countries or International Organizations.

Your data will not be transferred outside the European Economic Area.

VI. Data Retention Period.

Your personal data will be stored for the duration of the employment, service, internship, apprenticeship, or volunteer relationship, and for the mandatory retention period of related documentation and accounting records, as stipulated by separate legal regulations. Your data will also be retained during the period in which either party may have legal claims (statute of limitations).

VII. Your Rights.

You have the right to:

- a) Access your personal data and receive a copy of it;
- b) Rectify (correct) your personal data;
- c) Erase your personal data (right to be forgotten);
- d) Restrict the processing of your personal data;
- e) Object to the processing of your personal data;
- f) Transfer your personal data;
- g) Lodge a complaint with the supervisory authority (the President of the Office for Personal Data Protection);
- h) Withdraw consent for the processing of personal data, if the processing is based on your consent – this does not affect the lawfulness of processing based on consent before its withdrawal.

VIII. Information on the Requirement/Voluntariness of Providing Data.

Providing your data is:

- A legal requirement arising from the above-mentioned laws;
- Necessary to perform the contract;
- Voluntary, based on your consent.

If you do not provide the data, we will not be able to fulfill the employment, service, internship, apprenticeship, or volunteer agreement, nor will we be able to meet the related legal obligations (particularly regarding taxes and contributions) or contact you.

IX. Automated Decision-Making.

Your personal data will not be subject to automated decision-making, including profiling.

I have read and understood this notice,

Wólka Okrąglik
(date, signature)

I consent to the processing of my personal data related to **my phone number and email address*** to allow the Museum to remain in contact with me. I declare that I provide my personal data entirely voluntarily. I also declare that I have been informed of my right to access and correct my data, as well as my right to withdraw my consent for processing at any time.

Wólka Okrąglik,.....
(date, signature)

I consent to the processing of my personal data, including my image, for publication on the Treblinka Museum's website and social media. I declare that I provide my personal data entirely voluntarily. I also declare that I have been informed of my right to access and correct my data, as well as my right to withdraw my consent for processing at any time.

Wólka Okrąglik,.....
(date, signature)

I consent to the processing of my personal data, including **my name, surname, and job title***, for use on the identification badge at the Treblinka Museum. I declare that I provide my personal data entirely voluntarily. I also declare that I have been informed of my right to access and correct my data, as well as my right to withdraw my consent for processing at any time.

Wólka Okrąglik,.....
(date, signature)

(*cross out if not applicable)