

**Information clause in connection with the processing of personal data of persons participating in events related to the presidency of the Republic of Poland in the Council of the European Union in the first half of 2025.**

**Information and contact details in personal data matters**

Data Controller, Minister for the European Union, Aleje Ujazdowskie 1/3, 00-583, Warszawa, e-mail: dprez.akredytacja@kprm.gov.pl.

Data Protection Officer of the Minister for the European Union, Chancellery of the Prime Minister, Aleje Ujazdowskie 1/3, 00-583, Warszawa, e-mail: IODMUE@kprm.gov.pl

**Information on personal data processing**

The purpose of data processing is the implementation of the tasks of the Minister for the European Union with regard to the initiation and coordination of own activities and those of other supreme and central public administration bodies related to the exercise of the presidency of the Council of the European Union by the Republic of Poland in the first half of 2025, aimed at ensuring the adequate process of events related to the presidency, in particular:

- ensuring public security and order, including by verifying the identity of participants, ensuring access and attendance control at the premises of facilities and during events,
- providing adequate logistics and organisational support for meeting participants, including transport, access to airside restricted areas, accommodation,
- providing media support, technical and information services for the meetings,
- enabling the creation of an individual profile in the ICT system (accreditation system) linked to the e-mail address and conducting a two-step verification by means of a telephone number.

**The legal basis for personal data processing is:**

- 1) Article 6(1)(e) of Regulation no. 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 (OJ L 119, 4.5.2016, p. 1, as amended, hereinafter the "GDPR") - performing tasks in the scope of exercising public authority by the Minister for the European Union concerning the initiation and coordination of activities related to the performance of the presidency of the Council of the European Union by the Republic of Poland in conjunction with Article 13(4)(1) of the Act of 4 September 1997 on departments of government administration (Journal of Laws of 2024, item 1370), in conjunction with §1(4) of the Regulation of the Prime Minister of 18 December 2023 on the detailed scope of activities of the Minister for the European Union (Journal of Laws item 2712), in conjunction with Articles 3-5 of the Act of 14 June 2024 on special solutions in connection with the preparation and exercise by the Republic of Poland of the presidency of the Council of the European Union in the first half of 2025 (Journal of Laws item 1006), in conjunction with the Resolution of the Council of Ministers of 21 November 2023 on the adoption of the document entitled "Programme of Preparations of the Republic of Poland for taking up and exercising the Presidency of the Council of the European Union in the 1st half of 2025";
- 2) Article 6(1)(f) of the GDPR - ensuring the security of events connected with the exercise of the presidency of the Council of the European Union by the Republic of Poland in the first half of 2025, constituting a legitimate interest pursued by public administration bodies in conjunction with Articles 3-5 of the Act of 14 June 2024 on special solutions in connection with the preparation and exercise by the Republic of Poland of the presidency of the Council of the European Union in the first half of 2025 (Journal of Laws item 1006), in conjunction with the Resolution of the Council of Ministers of 21 November 2023 on the adoption of the document entitled "Programme of Preparations of

the Republic of Poland for taking up and exercising the Presidency of the Council of the European Union in the 1st half of 2025”;

- 3) Article 9(2)(g) of the GDPR - significant public interest in conjunction with Article 4(2)(1) of the Act of 19 July 2019 on Ensuring Accessibility for Persons with Special Needs (consolidated text, Journal of Laws of 2024, item 1411) with regard to ensuring accessibility for persons with special needs during the organisation and logistics of events connected with the exercise of the presidency of the Council of the European Union by the Republic of Poland in the first half of 2025;
- 4) Article 6(1)(c) of the GDPR - legal obligations incumbent on the data controller arising from the provisions of the Act of 14 July 1983 on the National Archive Repository and Archives (Journal of Laws of 2020, item 164, as amended) and the internal acts issued thereunder which are binding on the controller.

### **Period of data processing**

The personal data will be processed for a period from the date of entering the data in the accreditation form until 30 June 2025, except that, after this date, it will become the documentation and will subsequently be stored or deleted for a period of 5 years in accordance with the obligations arising from the Act of 14 July 1983 on the National Archive Repository and Archives and the internal acts issued thereunder, starting from 1 January 2026.

### **Information about the voluntary provision of the data and the consequences of failure to provide the data (Article 13 of the GDPR)**

The provision of personal data is voluntary, although it is necessary to ensure the participation in events or participation in the organisation of events held on the territory of the Republic of Poland by central and supreme public administration bodies related to the presidency of the Republic of Poland in the Council of the European Union in the first half of 2025.

The consequence of failure to provide personal data will be the inability to participate in the events connected with the presidency of the Republic of Poland in the Council of the European Union in the first half of 2025, resulting from the impossibility of verifying the identity of a person to participate in those events and consequently the impossibility of ensuring the overriding objective, i.e. the security of the event.

### **Source of data origin where the data is not collected from the data subject (Article 14 of the GDPR)**

The source of the data will be the information provided to the controller by:

- a person designated to coordinate the delegation (Delegation Accreditation Officer) on behalf of the institution sending its representatives as participants in the presidency events,
- a person designated to coordinate the event on behalf of the general or central public administration body (accreditation coordinator) sending its representatives as participants in the presidency events.

### **Categories of relevant data where the data is not collected from the data subject (Article 14 of the GDPR)**

The categories of data concerned to be transmitted in the ICT system (accreditation system) by the person designated to coordinate the delegation (delegation coordinator, DAO) or the accreditation coordinator include information in the scope of:

1. Names;
2. Surnames;
3. Citizenship;

4. Gender;
5. PESEL number, if applicable;
6. Date, place and country of birth, if applicable;
7. Father's name, if applicable;
8. Type, series, number and expiry date of the identity document;
9. Address of residence;
10. Name of the institution or organisation represented;
11. Role of a person participating in a delegation or at an event;
12. Places of accommodation during the stay in Poland;
13. Fact of payment for the accommodation by the participant;
14. Date, time, transport means and place of arrival in and departure from Poland and flight numbers;
15. Type of transport in the territory of Poland taking into account specific needs;
16. Registration number, make and model of the vehicle a person is driving in the territory of Poland;
17. Contact e-mail address and telephone number;
18. Portrait photograph (image);
19. The fact of possession of a weapon, indicating the permission of the Polish diplomatic mission;
20. Press ID card number and name of editorial office.

#### **Personal data recipients**

- The data will be entrusted to InCert G.I.E., with its registered office in Leudelange at: 15 rue Léon Laval, L-3372, Grand Duchy of Luxembourg (Data Protection Officer: [dpo@incert.lu](mailto:dpo@incert.lu)), for the purpose of processing in respect of persons taking part in official events connected with the exercise of the presidency of the Council of the European Union by the Republic of Poland, data consisting of:
  - 1) Names;
  - 2) Surnames;
  - 3) Citizenship;
  - 4) Gender;
  - 5) PESEL number, if applicable;
  - 6) Date, place and country of birth, if applicable;
  - 7) Father's name, if applicable;
  - 8) Type, series, number and expiry date of the identity document;
  - 9) Address of residence;
  - 10) Name of the institution or organisation represented;
  - 11) Role of a person in a delegation or at an event;
  - 12) Places of accommodation during the stay in Poland;
  - 13) Fact of payment for the accommodation by the participant;
  - 14) Date, time, transport means and place of arrival in and departure from Poland and flight numbers;
  - 15) Type of transport in the territory of Poland taking into account specific needs;
  - 16) Registration number, make and model of the vehicle a person is driving in the territory of Poland;
  - 17) Contact e-mail address and telephone number;

18) Portrait photograph;

19) The fact of possession of a weapon, indicating the permission of the Polish diplomatic mission;

20) Press ID card number and name of editorial office,

The above data shall be processed for the purpose of administration of the ICT system (accreditation system) in the scope of IT and ICT support in connection with initiating and coordinating the activities of the Minister for the European Union related to exercising of the presidency of the Council of the European Union by the Republic of Poland in the first half of 2025 and the performance of the obligations incumbent on the controller pursuant to the provisions of law.

- The data will be entrusted to the Central IT Centre with its registered office in Warsaw at: Al. Jerozolimskie 132-136, 02-305 Warszawa (DPO: iod@cyfra.gov.pl), for the purpose of processing in respect of persons taking part in official events connected with the exercise of the presidency of the Council of the European Union by the Republic of Poland, data consisting of:

1) Names;

2) Surnames;

3) Citizenship;

4) Gender;

5) PESEL number, if applicable;

6) Date, place and country of birth, if applicable;

7) Father's name, if applicable;

8) Type, series, number and expiry date of the identity document;

9) Address of residence;

10) Name of the institution or organisation represented;

11) Role of a person in a delegation or at an event;

12) Places of accommodation during the stay in Poland;

13) Fact of payment for the accommodation by the participant;

14) Date, time, transport means and place of arrival in and departure from Poland and flight numbers;

15) Type of transport in the territory of Poland taking into account specific needs;

16) Registration number, make and model of the vehicle a person is driving in the territory of Poland;

17) Contact e-mail address and telephone number;

18) Portrait photograph;

19) The fact of possession of a weapon, indicating the permission of the Polish diplomatic mission;

20) Press ID card number and name of editorial office,

The above data shall be processed for the purpose of administration of the ICT system (accreditation system) in the scope of IT and ICT support in connection with initiating and coordinating the activities of the Minister for the European Union related to exercising of the presidency of the Council of the European Union by the Republic of Poland in the first half of 2025 and the performance of the obligations incumbent on the controller pursuant to the provisions of law.

- The data will be made available to the Chancellery of the Prime Minister with its registered office in Warsaw at: Al. Jerozolimskie 1/3, 00-583 Warszawa (DPO: iod@kprm.gov.pl), for the purpose of processing in respect of persons taking part in official events connected with the exercise of the presidency of the Council of the European Union by the Republic of Poland, data consisting of:

- 1) Names;
- 2) Surnames;
- 3) Citizenship;
- 4) Gender;
- 5) PESEL number, if applicable;
- 6) Date, place and country of birth, if applicable;
- 7) Father's name, if applicable;
- 8) Type, series, number and expiry date of the identity document;
- 9) Address of residence;
- 10) Name of the institution or organisation represented;
- 11) Role of a person in a delegation or at an event;
- 12) Places of accommodation during the stay in Poland;
- 13) Fact of payment for the accommodation by the participant;
- 14) Date, time, transport means and place of arrival in and departure from Poland and flight numbers;
- 15) Type of transport in the territory of Poland taking into account specific needs;
- 16) Registration number, make and model of the vehicle a person is driving in the territory of Poland;
- 17) Contact e-mail address and telephone number;
- 18) Portrait photograph;
- 19) The fact of possession of a weapon, indicating the permission of the Polish diplomatic mission;
- 20) Press ID card number and name of editorial office,

The above data shall be processed for the purpose of administration of the ICT system (accreditation system) in the scope of IT and ICT support in connection with initiating and coordinating the activities of the Minister for the European Union related to exercising of the presidency of the Council of the European Union by the Republic of Poland in the first half of 2025 and the performance of the obligations incumbent on the controller pursuant to the provisions of law.

- The data will be entrusted to the Government Administration Service Centre with its registered office in Warsaw at: Powsińska 69/71, 02-903 Warszawa (DPO: iod@centrum.gov.pl), for the purpose of processing in respect of persons taking part in official events connected with the exercise of the presidency of the Council of the European Union by the Republic of Poland, data consisting of:

- 1) Names;
- 2) Surnames;
- 3) Citizenship;
- 4) Gender;
- 5) PESEL number, if applicable;

- 6) Date, place and country of birth, if applicable;
- 7) Father's name, if applicable;
- 8) Type, series, number and expiry date of the identity document;
- 9) Address of residence;
- 10) Name of the institution or organisation represented;
- 11) Role of a person in a delegation or at an event;
- 12) Places of accommodation during the stay in Poland;
- 13) Fact of payment for the accommodation by the participant;
- 14) Date, time, transport means and place of arrival in and departure from Poland and flight numbers;
- 15) Type of transport in the territory of Poland taking into account specific needs;
- 16) Registration number, make and model of the vehicle a person is driving in the territory of Poland;
- 17) Contact e-mail address and telephone number;
- 18) Portrait photograph;
- 19) The fact of possession of a weapon, indicating the permission of the Polish diplomatic mission;
- 20) Press ID card number and name of editorial office,

The above data shall be processed for the purpose of enabling and performing tasks in the scope of organisation and logistics of events related to the preparation and exercising of the presidency of the Council of the European Union by the Republic of Poland in the first half of 2025 and for the purpose of administering the ICT system (accreditation system) in the scope of IT and ICT support in relation to initiating and coordinating activities of the Minister for the European Union related to the exercise of the presidency of the Council of the European Union by the Republic of Poland in the first half of 2025 and performing duties incumbent on the data controller pursuant to legal regulations.

- Personal data will be made available to other unnamed supreme and central public administration bodies for the purpose of processing as regards persons participating in official events connected with the exercise of the presidency of the Council of the European Union by the Republic of Poland of the data consisting of:
  - 1) Names;
  - 2) Surnames;
  - 3) Citizenship;
  - 4) Gender;
  - 5) PESEL number, if applicable;
  - 6) Date, place and country of birth, if applicable;
  - 7) Father's name, if applicable;
  - 8) Type, series, number and expiry date of the identity document;
  - 9) Address of residence;
  - 10) Name of the institution or organisation represented;
  - 11) Role of a person participating in a delegation or at an event;
  - 12) Places of accommodation during the stay in Poland;
  - 13) Date, time, transport means and place of arrival in and departure from Poland and flight numbers;
  - 14) Type of transport in the territory of Poland taking into account specific needs;
  - 15) Registration number, make and model of the vehicle a person is driving in the territory of Poland;
  - 16) Contact e-mail address and telephone number;

17) Portrait photograph;

18) Press ID card number and name of editorial office.

The above mentioned data will be processed in order to enable and perform the tasks of the supreme and central public administration bodies in the scope of the organisation and logistics of events connected with the preparation and exercise by the Republic of Poland of the presidency of the Council of the European Union in the first half of 2025.

- Personal data may be shared with public authorities and government bodies or other entities authorised by law or performing tasks carried out for public interest or as part of exercising public authority.

Personal data will not be transferred to a third country / an international organisation.

**Rights of the data subject:**

You have the right to request the Personal Data Controller:

- to provide access to your personal data,
- to rectify your personal data,
- to restrict the processing of your personal data,
- to object to the processing of your personal data (applies to personal data processed under Article 6(1)(e) or (f).

The request for exercising of the aforementioned rights should be sent in writing to the personal data controller (the address provided in the introduction, with the annotation: "Personal Data Protection").

You have the right to lodge a complaint with the President of the Office for Personal Data Protection.

**Information on automated decision-making, including profiling**

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