

**Detailed information regarding the legal grounds, purpose and period of personal data processing in relation to particular activities performed by the consul of the Republic of Poland**

	LEGAL GROUNDS	PURPOSE	PERIOD
<b>Cases relating to lost documents and transferring found documents</b>	Act of 25 June 2015 — Consular law, Act of 6 August 2010 on identity cards	Completing the report of loss or damage of the ID card and issuing a certificate of loss or damage of the ID card. Transferring vehicle registration cards and driving licenses to Poland.	5 years
<b>Visa cases</b>	Act of 12 December 2013 on foreigners, Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas (Visa Code), Act of 14 July 2006 on entry into the territory of the Republic of Poland, stay and departure from this territory of citizens of EU Member States and members of their families, Act of 25 June 2015 — Consular law	Issuing or refusing to issue a Schengen visa or a national visa, withdrawing or cancelling visas, and settling the application for a re-examination of the visa application.	1 year (from the date of the decision)
<b>Translation cases</b>	Act of 25 June 2015 — Consular law	Preparing translations of documents, certifying translations, issuance of a multilingual standard form	5 years
<b>Consular assistance cases</b>	Act of 25 June 2015 — Consular law and in conjunction with Articles 6(1)(c) and (d), Article 9(2)(c) and Article 10 of the GDPR	Providing consular assistance	5 years (with the exception of personal data relating to the return of accepted deposits or return of items found that are processed with no time limit)
<b>Legal assistance cases</b>	Act of 25 June 2015 — Consular law	Delivering letters, hearings, submitting information to the competent authority, court or prosecutor pursuant to a legal assistance application	5 years
<b>Cases regarding marital status and the act on changing first names and last names</b>	Act of 28 November 2014 — Martial Status Records Law, Act of 17 October 2008 on changing first names and last names, and Act of 25 June 2015 — Consular law	Completing the application for taking actions provided for in the relevant law provisions	50 years (marriage before the Consul of the Republic of Poland) 10 years (change of first name and last name, recognition of paternity, births, deaths, marriages abroad, transcription of marital status records in the Republic of Poland, other cases regarding the marital status)
<b>Notary public cases</b>	Act of 14 February 1991 — Notary Public Act, Act of 25 June 2015 — Consular law	Completing the application for performing notary public actions provided for in the relevant law provisions.	10 years (data relating to the issue of a notarial deed) 2 years (other notary public activities)

<b>Cases regarding the issue of an emergency travel document</b>	Decision of the Representatives of the Governments of the Member States, meeting within the Council of 25 June 1996 on the establishment of an emergency travel document, Act of 12 December 2013 on foreigners, and Act of 25 June 2015 — Consular law	Issuing of an emergency travel document or a Polish emergency travel document for a foreigner.	10 years
<b>the Polish Card cases</b>	Act of 7 September 2007 on the Polish Card, and Act of 25 June 2015 — Consular law	Granting, refusing to grant, cancelling or extending the validity of the Polish Card	10 years 2 years if loss, destruction or finding the Polish Card was reported
<b>School IDs</b>	Act of 25 June 2015 — Consular law	Issuing a school ID	5 years
<b>Certificate issued pursuant to Art. 11aa section 4 Act of October 7, 1999 on the Polish language</b>	Act of October 7, 1999 on the Polish language	Issuance of a Polish diaspora certificate	5 years
<b>Cases regarding the documents legalisation and obtaining documents from abroad</b>	Act of 25 June 2015 — Consular law	Legalising an official document prepared or authenticated in the host country	2 years
<b>Local border traffic cases</b>	Regulation (EC) No 1931/2006 of the European Parliament and of the Council laying down rules on local border traffic at the external land borders of the Member States and amending the provisions of the Schengen Convention, and Act of 25 June 2015 — Consular law	Issuing, refusing to issue, cancelling a local border traffic permit	2 years
<b>Passport cases</b>	Act of 27 <sup>th</sup> January 2022 on passports, and Act of 25 <sup>th</sup> June 2015 — Consular law	Issuance of a passport document, reporting of loss, destruction, refusal to issue, declaration of invalidity and invalidation of a passport document.	60 years in case of issuing a passport, in other cases: 10 years
<b>Repatriation cases</b>	Act of 7 September 2007 on repatriation, and Act of 25 June 2015 — Consular law	Recognising as a person of Polish origin, granting a repatriation visa, providing repatriation grant from the state budget	25 years
<b>Inheritance cases</b>	Act of 25 June 2015 — Consular law	Exercising rights to inheritance vested in the State Treasury; settling inheritances opened before 10 May 2002.	No time limit
<b>Polish citizenship cases</b>	Act of 2 April 2009 on Polish citizenship, and Act of 25 June 2015 — Consular law	Completing the application for: granting Polish citizenship by the President of the Republic of Poland, consent of the President of the Republic of Poland to renounce Polish citizenship, restoration of Polish citizenship, confirmation of Polish citizenship, acceptance of a declaration of consent for the acquisition of Polish citizenship, renunciation of Polish citizenship, recognition as a Polish citizen.	20 years (regarding confirmation of the citizenship, acquisition, assignment, restoration of citizenship and loss of citizenship) 5 years (regarding other correspondence in civic matters)

<b>Cases regarding obtaining information</b>	Act of 25 June 2015 — Consular law	Providing information	2 years
<b>Cases regarding the issuing of certificates</b>	Act of 25 June 2015 — Consular law	Issuing a certificate to implement a legal interest of a party or an obligation resulting from a legal provision.	10 years, and in case of issuing a certificate in the matter of import or carriage of weapons and ammunition through the territory of the Republic of Poland, transport of corpses — exhumation 5 years.
<b>Cases concerning providing support to Poles abroad</b>	Act of 25 June 2015 — Consular law, and pursuant to premises of Article 6(1)(d), and Article 9(2)(c) of the GDPR	Protecting the interests of Polish citizens and Polish legal persons temporarily staying abroad, including information on emergency and crisis situations	5 years
<b>Nationwide elections and referendums</b>	Act of 25 June 2015 — Consular Law, and Act of 5 January 2011 — Election Law	Conducting a vote in the elections of the President of the Republic of Poland, the Sejm of the Republic of Poland and the Senate of the Republic of Poland, the European Parliament, and in a nationwide referendum.	5 years
<b>Cases regarding seaman's books and other maritime affairs</b>	Act of 25 June 2015 — Consular law, Act of 29 June 2020 Maritime Code, Act of 18 August 2011 on maritime safety, Act of 16 March 1995 on preventing sea pollution from ships, Act of 5 August 2015 on maritime work	Issuing a seaman's book, issuing a temporary certificate of Polish membership of the ship, ship security certificate	10 years in case of issuing a seaman's book, in other cases — 5 years
<b>EPUAP</b>	Act of 17 February 2005 on computerisation of the activities of entities performing public tasks	Confirming a trusted profile	20 years
<b>Cases regarding applications for permission to serve in a foreign army, providing access to documents in the Institute of National Remembrance (IPN) resources</b>	Act of 25 June 2015 — Consular law	Submitting a request to a competent authority for consent to serve in a foreign army or foreign military organisation, submitting an application to the Institute of National Remembrance for access to documents in the resources of the Institute of National Remembrance	10 years