Information regarding personal data processing in the consular files

Pursuant to Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council (EU) 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 repealing Directive 95/46/EC (GDPR), we hereby inform that:

1. The Controller, within the meaning of Article 4(7) of the GDPR, of your personal data is the Minister of Foreign Affairs with their registered office in Poland, in Warsaw (00-580), at Al. J. Ch. Szucha 23.
2. The Consul of the Republic of Poland in Toronto, with its registered office in Toronto, 2603 Lake Shore Blvd. West, ON, M8V 1G5, performs the duties of the controller in relation to the data included in its consular files.
3. The Minister of Foreign Affairs has appointed the Data Protection Officer (DPO), who carries out their duties in relation to data processed in the Ministry of Foreign Affairs and its foreign branches. This function is performed by Mr Daniel Szczęsny.

   Contact details of the DPO:

   registered office address: Al. J. Ch. Szucha 23, 00-580 Warsaw

   E-mail address: iod@msz.gov.pl
4. Access to the data is granted to persons authorised by the Controller only.
5. The data included in the consular files are processed on the basis of the premises included in Article 6(1)(c) of the GDPR to implement the duties resulting from separate legal provisions (indicated in the table hereinbelow) by the consul of the RP.
6. Data are protected under the provisions of the GDPR and cannot be made available to third parties who are not authorised to access these data, and will not be transferred to a third country that does not guarantee an adequate level of protection equivalent to that provided by the provisions of the GDPR. Data may be transferred to a third country only if such a requirement is specified in Polish law or European Union law, pursuant to the provisions of Articles 44–46 of the GDPR.
7. Your data may be made available to relevant entities, including public authorities, pursuant to legal provisions.
8. Providing your personal data by you is a statutory requirement and it is necessary to consider your case.
9. If no specific provisions provide otherwise, you have the right to control the processing of data referred to in Articles 15–19 of the GDPR, in particular the right to access your data and to rectify, erase or restrict their processing (if Articles 17 and 18 of the GDPR apply).
10. Your data will not be processed in an automated way, which will have an impact on making decisions that may have legal effects or may have a significant effect on such a decision. Data will not be profiled.
11. You have the right to lodge a complaint with the supervisory authority at the following address: Prezes Urzędu Ochrony Danych Osobowych [*President of the Office for Personal Data Protection*]

    ul. Moniuszki 1A

    00-014 Warsaw

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
Cases relating to lost documents and transferring found documents	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
Visa cases	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)
Translation cases	Act of 25 June 2015 — Consular law	Preparing translations of documents, certifying translations, issuing a multilingual standard form	5 years
Consular assistance cases	Act of 25 June 2015 — Consular law and in conjunction with Articles 6(1)(c) and (d), and Article 9(2)(c) 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)
Legal assistance cases	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
Cases regarding marital status and the act on changing first names and last names	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)
Notary public cases	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)
Cases regarding the issue of an emergency travel document	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
the Polish Card cases	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
School IDs	Act of 25 June 2015 — Consular law	Issuing a school ID	5 years

Certificate issued pursuant to Art. 11aa section 4 Act of 7 October 1999 on the Polish language	Act of 7 October 1999 on the Polish language	Issuing a Polish diaspora certificate	5 years
Cases regarding the documents legalisation and obtaining documents from abroad	Act of 25 June 2015 — Consular law	Legalising an official document prepared or authenticated in the host country	2 years
Local border traffic cases	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
Passport cases	Act of 27 January 2022 on passports, and Act of 25 June 2015 — Consular law	Issuing a passport, reporting loss, damage, refusing to issue, declaring invalidity and cancellation of a passport	60 years in case of issuing a passport, in other cases: 10 years
Repatriation cases	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
Inheritance cases	Act of 25 June 2015 — Consular law	Exercising rights to inheritance vested in the State Treasury	No time limit
Polish citizenship cases	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)
Cases regarding obtaining information	Act of 25 June 2015 — Consular law	Providing information	2 years
Cases regarding the issuing of certificates	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.
Cases concerning providing support to Poles abroad	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
Nationwide elections and referendums	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
Cases regarding seaman's books and other maritime affairs	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
EPUAP	Act of 17 February 2005 on computerisation of the activities of entities performing public tasks	Confirming a trusted profile	20 years
Cases regarding applications for	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	10 years

permission to serve in a foreign army, providing access to documents in the Institute of National Remembrance (IPN) resources		Remembrance for access to documents in the resources of the Institute of National Remembrance	