

# Personal data protection

Information on the processing of personal data at the Ministry of Foreign Affairs, as the implementation of the obligation specified in Articles 12-14 of 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) (OJ L 119, 4.5.2016, p. 1 and OJ L 127, 23.5.2018, p. 2).

1. Within the meaning of Article 4(7) of the GDPR, the Controller of the personal data is the Minister of Foreign Affairs seated in Poland, Warsaw, J. Ch. Szucha 23.

The persons carrying out the tasks of the Controller are the directors of the MFA organisational units, heads of foreign missions and heads of consular offices.

You can contact the Controller:

- by letters: Al. J. Ch. Szucha 23, 00-580 Warszawa,
- by phone: +48 22 523 90 00,
- by electronic platform of public administration services (MFA): [ePUAP](#),
- through the secretariats of the MFA organisational units, foreign missions, and consular offices, appropriate for the persons carrying out the tasks of the Controller [[organizational units](#) / [Poland's missions abroad](#)]

2. The Minister of Foreign Affairs appointed a Data Protection Officer (DPO) – Mr. Daniel Szczęsny, who carries out his duties with respect the data processed at the Ministry of Foreign Affairs and Poland's missions abroad.

DPO contact details:

- e-mail: [iod@msz.gov.pl](mailto:iod@msz.gov.pl)
- address: Al. J. Ch. Szucha 23, 00-580 Warszawa

in all matters relating to the processing of personal data in the MFA and foreign missions.

3. The personal data are processed on the basis of the premises set out in Article 6 of the GDPR, and in certain cases, in Articles 9 and 10 of the GDPR, in order to carry out the tasks of the Minister of Foreign Affairs.

The Controller processes personal data in particular on the basis of:

- Article 6(1)(c) GDPR – processing is necessary for compliance with a legal obligation to which the Controller is subject;
- Article 6(1)(e) GDPR – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller;
- Article 6(1)(d) GDPR – processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- Article 6(1)(f) GDPR – processing is necessary for the purposes of the legitimate interests pursued by the Controller or by a third party;
- Article 6(1)(a) or Article 9(2)(a) GDPR – the data subject has given consent to the processing of his or her personal data.

4. The personal data come from the data subjects or other persons and entities providing the data for the purpose of handling the case, including public institutions and authorities.
5. The personal data are processed until the cessation of the purpose of processing for which they were collected, and then in cases where it is required by the provisions of *the Act of 14 July 1983 on the National Archive Resources and Archives* and the internal regulations of the Ministry of Foreign Affairs – for the period specified in these provisions. When the processing of personal data takes place on the basis of consent (including voluntary data transfer), personal data will be processed until the withdrawal of consent.
6. The personal data may be made available to third parties and individuals authorised to access them under applicable law. A separate category of recipients are entities processing personal data on behalf of the Controller, in particular IT service providers.
7. The personal data may be transferred to a third country or an international organisation in cases specified in Polish or European Union law and in accordance with the provisions of Articles 44–49 of the GDPR.
8. The person whose data is processed has the following rights to control the processing of data, as set out in Articles 15–19 and 21 of the GDPR, in particular, depending on the case:
  - right to access personal data of the data subject;
  - right to request the rectification of inaccurate personal data;
  - right to erasure of personal data, in particular if the data subject withdraws consent on which the processing is based according to Article 6(1)(a) or Article 9(2)(a), or if the personal data have been unlawfully processed;
  - right to restriction of processing, in situations and under the principles indicated in Article 18 of the GDPR;
  - right to object – on grounds relating to the data subject's particular situation – to processing of personal data which is based on Article 6(1)(e) or (f);

and the right to withdraw consent to the processing of personal data, if it was the basis for processing. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

9. The personal data will not be processed by automated means in a manner that could affect the process of making decisions capable of producing legal effects concerning data subjects or otherwise create a significant impact. The personal data will not be subject to profiling.
10. Providing data, subject to specific legal provisions, is voluntary, but necessary to consider or settle the matter, in particular in accordance with the relevant provisions. Failure to provide such data results in the inability to take action.
11. The data subject has the right to lodge a complaint with a supervisory authority at the following address:

Prezes Urzędu Ochrony Danych Osobowych  
(President of the Personal Data Protection Office)  
ul. Moniuszki 1A, 00-014 Warszawa