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institution stamp

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place, date

University of Lodz Library
Special Collections Department

CERTIFICATE OF NEED TO USE SPECIAL COLLECTIONS
UNIVERSITY OF LODZ LIBRARY

I certify that Mr./Ms.
is a student/employee of
and is writing a thesis (master's, doctoral, other) entitled:

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Therefore, I request the following materials:

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Information on the processing of personal data for users of the University of Lodz Library's special collections

1. The Personal Data Administrator is the University of Lodz, located at 68 Narutowicza Street, 90-136 Lodz.
2. You can contact the Data Protection Supervisor regarding all matters concerning the processing of your personal data and the exercise of your rights related to the processing of personal data by the University of Lodz at the above-mentioned correspondence address with the note: Data Protection Supervisor, or by email at iod@uni.lodz.pl. However, the Data Protection Supervisor at the University of Lodz does not handle other matters, such as those related to the tasks of the University of Lodz Library and the departmental libraries of the University of Lodz.
3. Personal data will be processed for the purposes of fulfilling the tasks of the University of Lodz Library and the departmental libraries of the University of Lodz (which are part of the University of Lodz library and information system), in particular the protection and provision of library materials and electronic resources in accordance with applicable licenses and copyrights, the identification of users of the University of Lodz library and information system, settlement of liabilities to the Administrator, contact and monitoring, and for archival and statistical purposes.
4. Personal data will be processed pursuant to legal provisions, including the Libraries Act, the Law on Higher Education and Science, the Public Statistics Act, and the University's internal regulations.
5. Personal data will be stored in accordance with the provisions on national archival resources and state archives, other legal provisions, and the University's internal regulations.
6. The recipients of personal data will be entities authorized under the law or entities entrusted by the Administrator with the processing of personal data under a contract.
7. You have the right to:
 - 1) access your data;
 - 2) rectify it if it is inaccurate;
 - 3) erase it, restrict its processing, and transfer it – in cases provided for by law;
 - 4) object to data processing;
 - 5) lodge a complaint with the supervisory authority, which is the President of the Personal Data Protection Office.
8. Providing your personal data is voluntary, but necessary for the purposes referred to in point 3.

Personal data processing is based on Article 6(1)(c) 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).

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stamp and signature of the supervisor/head of the institution