**Appendix 3**

**DECLARATION\***

Date of request:

Full name and email address of the person acting for the requesting entity:

Requesting entity’s name:

Requesting entity’s address and NIP (tax number):

*I declare that the following digital copies of the Jewish Historical Institute’s collections:*

|  |  |  |
| --- | --- | --- |
| Inventory or call no. | Author or Name of archival collection | Name or Title of item/document |
|  |  |  |

*will be used in* [provide information about the intended use of the digital copies]

.......................................................................................................................................................

*I declare that I will not use the above digital copies for other purposes, distribute them or make them available to other entities.*

*I also undertake to include – whenever a digital copy obtained from the JHI collections is published – information about its source and to sign it in the manner indicated, i.e.* ***“from the collections of the E. Ringelblum Jewish Historical Institute”.***

*I also undertake to preserve the integrity and completeness of the work and to protect the image of the persons shown on photographs.*

…………………………………………………

Signature of the person acting for the requesting entity

**By submitting the following request I consent to processing of my personal data for the purpose of carrying out the request for digital copies of JHI collections. I am aware that I have the right to inspect and rectify my data and to withdraw my consent.**

…………………………………………………

Signature of person giving consent to personal data processing

**\*The scanned declaration should be sent by email to the department with which the order for digital copies of JHI collections was filed:**

Archives Department – areszka@jhi.pl

Art Department– mkrasicki@jhi.pl

Heritage Documentation Department – dokumentacja@jhi.pl

**Personal data processing information**

1. The controller of your personal data is the Emanuel Ringelblum Jewish Historical Institute with its seat in Warsaw at ul. Tłomackie 3/5 (00-900 Warszawa) - JHI.
2. Personal Data Protection Officer's contact details:
	1. e-mail: iodo@jhi.pl
	2. by post at the JHI’s postal address
3. We collect and process personal data in order to carry out requests for digital copies of JHI collections.
4. Processed data:
	1. First and last name
	2. Postal address
	3. E-mail address
5. How we use personal data
	1. To carry out requests for digital copies of JHI collections.
6. We store personal data for the period defined by the provisions of archive law.
7. We process data pursuant to:
	1. Consent.
8. We do not sell personal data.
9. We do not provide to other institutions or to individuals.
10. Every person has the personal data right to inspect their data. Every person has the right to rectify their data. Every person has the right to delete their data. Every person has the right to limit processing of their data. Every person has the right to object to processing of their data. Every person has the right to withdraw consent to data processing.

To exercise these rights, please contact the Institute or the JHI’s Personal Data Protection Officer.

Furthermore, every person has the right to lodge a complaint with the Personal Data Protection Office.