**Appendix 1**

**Order form**

|  |  |
| --- | --- |
| **Requesting entity’s name**first and last name or name of institution/company/publisher  |  |
| **Requesting entity’s address and NIP (tax number)**(for invoice and sending the release consent document) |  |
| **Information on means of use of digital images:**publication type and title, publisher, year of issue, circulation, etc., or project type, name and title (e.g. for exhibitions, multimedia shows, lectures) and intended use of the digital copies |  |
| **File format and size:**(underline as appropriate) | * jpg / tiff
* 72 dpi / 300 dpi
 |
| **Date of receiving digital images desired by the requesting entity** |  |
| **Contact data of the person acting on behalf of the requesting entity (receiving the digital files):** first and last name, e-mail, telephone number |  |
| **Service name** | * Providing a digital copy
* photocopy
* consultation
 |

**To be filled in by a JHI employee**

|  |  |
| --- | --- |
| **Amount payable** |  |
| **Consent of the Director of the JHI** |  |

**List of digital copies of items**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Inventory or call no.** | **Author or Name of archival collection**  | **Name or Title of item/document** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of request Signature

**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 form should be sent to the appropriate Department by email as a Word file.

**- 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
	4. Telephone number
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 established 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 transfer personal data to other institutions or to individuals.
10. Every person has the 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.