

MONITORING INFORMATION OBLIGATION

1. Video surveillance is carried out in the buildings of the Institute of Physics of the Polish Academy of Sciences and in the car park, and the access control system enables the control of pedestrian traffic to the premises, buildings and selected rooms.
2. The Data Controller of the provided data is the Institute of Physics of the Polish Academy of Sciences, Al. Lotników 32/46, 02-668 Warsaw, ph. (22) 1162111, e-mail director@ifpan.edu.pl.
3. The contact details of the Data Protection Officer are as follows: e-mail: iodo@ifpan.edu.pl.
4. Your personal data will be processed in order to control and monitor pedestrian traffic and to ensure the safety of people and property in the area covered by video surveillance on the basis of the legitimate interest of the data controller (Article 6 (1) (f) GDPR).
5. Your personal data will be stored:
 - a) **in the access control system**, they will be processed for three months, and after this period they will be removed from the system. The data includes your name and surname (in the case of a Guest entering the Data Controller's premises also the represented company), entry and exit times, as well as records from electronic readers separating subsequent zones of the building visited by you, located within the Institute.
 - b) **in the video surveillance system** they will be processed in a partially automated way - the surveillance cameras record the image continuously, after 30 days the recording is automatically overwritten. Cameras are placed in visible marked places.
6. Personal data from the surveillance will be made available only to agencies authorized by the provisions of the law. Data from the video surveillance may also be disclosed to a third party who demonstrates his legitimate interest to access the footage. In this case, the footage is made available at the request of that person in accordance with the procedure adopted at the data controller. In the above cases, the data may be stored for a longer period than indicated in Section 6, i.e. for the period necessary to explain the incidents that have taken place or to terminate any pending proceedings.
7. Providing data is voluntary, but it is a requirement for entering the facilities belonging to the Data Controller.
8. You have the right to access the content of your data and the right to their rectification, deletion or limiting their processing, the right to transfer data, the right to submit objections.
9. If you find that the processing of personal data violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Office for Personal Data Protection.