*Annex to the ordinance No. 117/2024/2025 of the Rector of the Adam Mickiewicz University in Poznan*

 *of July 14, 2025*

**INFORMATION CLAUSE FOR USERS OF THE AMU LIBRARIES IN POZNAŃ**

Pursuant to Article 13 of the General Data Protection Regulation (GDPR) of 27 April 2016  (EU Official Journal L 119 of 04.05.2016) with regard to the processing of personal data, we inform you that:

1. Your personal data is administrated by the Adam Mickiewicz University in Poznań, ul. Wieniawskiego 1, 61-712 Poznań.
2. The Administrator has appointed Data Protection Officer. Contact with Data Protection Officer is provided at the request: iod@amu.edu.pl.
3. Your personal data will be processed to enable access to library collections and to fulfill the obligations of the data controller arising from the Act of 27 June 1997 on Libraries and the Act of 20 July 2018 – Law on Higher Education and Science.
4. The legal basis for processing your personal data is provided by Art. 6(1) (c) and (e) of GDPR, in connection with Art. 49 (1) and (2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) and the provisions of the Act of 27 June 1997 on Libraries (Journal of Laws of 2018 item 574) and Art. 6 (1)(a) of GDPR, if applicable.
5. Your personal data will be disclosed to the National Library of Poland and the supplier of the library collection management system , to the extent necessary to provide services to you in compliance with the agreement with the Administrator.
6. The provision of your personal data is necessary for the fulfilment of the purposes indicated in point 3 above. The provision of your telephone number to facilitate communication with the Library is voluntary, while the withdrawal of the consent to provide your phone number will not adversely affect your access to offered library services and resources.
7. Your personal data will be stored for a period arising from the provisions of law indicated above and necessary to exercise the rights and obligations of the University arising from the services provided to you, but no longer than 6 years from the day of obtaining your Library Clearance (i.e. a statement from the Library that a user’s account has been closed in a regular manner and contains no outstanding loans or fines), or, in the case of data submitted following your explicit consent – until its withdrawal.
8. You have the right to demand access to your personal data from the Administrator, the right to update or correct your personal data, remove or limit the processing rights, raise objections to processing of data, right to transfer data at any given time.
9. If the legal basis for the processing of your personal data is to give this consent, you may request that the processing of your personal data be withdrawn at any time. Withdrawal of consent does not affect the legality of the processing carried out prior to its withdrawal.
10. You have the right to submit a complaint to the relevant supervisory body – President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warszawa.