

INFORMATION ON DATA PROCESSING OF PERSONS AUTHORISED TO PICK UP A CHILD

In accordance with Article 14(1) of the GDPR¹, we inform you that:

1. The controller of your personal data is the **International School of Gdansk**. You can contact us by post at: ul. Biała 1, 80-435 Gdańsk; by email at: isg@gfo.pl; or by phone: +48 58 342 31 00.
2. The correctness of data processing is supervised by the **Data Protection Officer**, who can be contacted via email at iod@gfo.pl or by post at the school's address.
3. Your personal data will be processed in order to identify the person who has been indicated by the child's parents/legal guardians as authorised to pick up the child.
4. The data will be processed on the basis of **Article 6(1)(e) GDPR** – processing is necessary for the performance of a task carried out in the public interest, in particular ensuring the safety of children.
5. The school processes your personal data including your **full name, date of birth, degree of relationship to the child, and telephone number**, as provided by the parents/legal guardians to authorise you to collect the child from school. For identity verification purposes, you may be asked to present an identity document or another document containing at least your full name and photo (such as a passport, driving licence, or student ID).
6. Your data will be processed **for the duration of the authorisation period**.
7. Recipients of your data may include entities to whom the data has been disclosed – excluding public authorities, unless such authorities receive the data as part of a specific administrative procedure. Recipients may also include entities supporting the school in performing its statutory tasks, particularly in the areas of IT, legal, accounting, personal/property security, or data protection services.
8. Your data will **not** be transferred to a third country or an international organisation.
9. In accordance with the GDPR, you have the right to:
 - access your personal data and obtain a copy thereof;
 - rectify (correct) your data if it is inaccurate or outdated, and erase it if the data is no longer required for legal or public purposes;
 - restrict or object to the processing of your data;
 - lodge a complaint with the **President of the Personal Data Protection Office** (ul. Stawki 2, 00-193 Warsaw).
10. Providing your personal data is **voluntary**, but necessary for the purpose for which it is collected. Refusal to provide the data means you will **not be allowed to pick up the child**.
11. Your data will **not** be used for automated decision-making or profiling.

¹Regulation (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 (OJ L 119, 4.5.2016, p. 1; OJ L 127, 23.5.2018, p. 2)