

**Journal of Laws of 2004, No. 100, item 1025,**

**THE REGULATION OF APRIL 29, 2004**  
**BY THE MINISTER OF INTERNAL AFFAIRS AND ADMINISTRATION**  
**As regards specimen for a notification of a data filing system to registration by the**  
**Inspector General for Personal Data Protection**

Pursuant to Art. 46a of the Act of August 29, 1997 on Personal Data Protection (Journal of Laws of 2002, No. 101, item 926, No. 153, item 1271 and of 2004, No. 25, item 219, No. 33, item 285) the following provisions have been adopted:

**§ 1.**

The Regulation shall determine specimen of a notification of a data filing system to registration by the Inspector General for Personal Data Protection, which shall constitute the Appendix to the Regulation.

**§ 2.**

The Regulation shall enter into force on the day the Republic of Poland becomes a member of the European Union.

Appendix to the Regulation by the Minister of Internal Affairs and Administration;

**SPECIMEN**

**THE NOTIFICATION OF A DATA FILING SYSTEM TO THE REGISTRATION BY THE**  
**INSPECTOR GENERAL FOR PERSONAL DATA PROTECTION**

- \* ☐ – notification of a data filing system under the Art. 40 of the Act of August 29, 1997 on Personal Data Protection (Journal of Laws of 2002, No. 101, item 926, No. 153, item 1271 and of 2004, No. 25, item 219, No. 33, item 285),
- \* ☐ – notification of changes under the Art. 41 paragraph 2 of the Act of August 29, 1997 on Personal Data Protection,

- \* ☐ – notification of a data filing system containing personal data referred to in Art. 27 paragraph 1 of the Act of August 29, 1997 on Personal Data Protection.

No.....

(as stated by an official from  
the Bureau of the Inspector  
General for Personal Data  
Protection

### **PART A: The Request**

I hereby request the personal data filing system named

.....

to be included in the Personal Data Filing System Register.

### **PART B: The characteristic of the controller**

1. The applicant (the controller):

.....  
.....

(the name of the controller and its head office or the applicant's name, the surname and the place of his/her residence, NIP and REGON number)

2. The applicant's representative referred to in Art. 31a of the Act of August 29, 1997 on Personal Data Protection:

.....  
.....

(the name of the controller's representative and its head office or the name, surname and the place of his/her residence)

3. The authorisation to carry out the processing of personal data:

- ☐ – the controller authorised another subject to carry out the processing of personal data pursuant to a contract concluded in writing (Art. 31 of the Act of August 29, 1997 on Personal Data Protection),
- ☐ – the controller intend to authorise another subject to carry out the processing of personal data.

*In case of authorisation another subject to carry out the processing of personal data give its name and its head office or the name, surname and the place of residence of the subject to whom the personal data processing has been authorised:*

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

☐ optionally continued in the  
appendix no. ....

4. Legal grounds for keeping the data filing system:

- ☐ – the data subject’s consent to personal data relating him/her being processed,
- ☐ – processing is necessary for the purpose of exercise of a rights and duties resulting from a legal provision –

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

- ☐ – processing is necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract,
- ☐ – processing is necessary for the performance of tasks provided for by law and carried out in the public interest – if YES – describe the tasks:

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

☐ optionally continued in the  
appendix no. ....

- ☐ – processing is necessary for the purpose of the legitimate interests pursued by the controllers or data recipients, provided that the processing does not violate the rights and freedoms of the data subject.

**PART C: The purpose of data processing, description of the categories of data subjects  
and the scope of data processing**

5. The purpose of data processing:

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.....

☐ optionally continued in the  
appendix no. ....

6. Description of the categories of data subjects:

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

7. The scope of data processing:

- |  |   |
|--|---|
| * <input type="checkbox"/> – names and surnames,                   | * <input type="checkbox"/> – Tax Identification Number NIP, |
| * <input type="checkbox"/> – parents' names,                       | * <input type="checkbox"/> – place of work,                 |
| * <input type="checkbox"/> – date of birth,                        | * <input type="checkbox"/> – occupation,                    |
| * <input type="checkbox"/> – place of birth,                       | * <input type="checkbox"/> – education,                     |
| * <input type="checkbox"/> – place of residence,                   | * <input type="checkbox"/> – identity card number,          |
| * <input type="checkbox"/> – Personal Identification Number PESEL, | * <input type="checkbox"/> – telephone number.              |

8. Other personal data being processed in the data filing system, apart from the data enumerated in point 7 – *specify*:

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.....  
.....

☐ optionally continued in the  
appendix no. ....

9. Data processed in the data filing system:

a) reveal directly or in a given context:

- |   |   |
|---|---|
| * <input type="checkbox"/> – racial origin,       | * <input type="checkbox"/> – party membership,      |
| * <input type="checkbox"/> – ethnic origin,       | * <input type="checkbox"/> – trade-union membership |
| * <input type="checkbox"/> – political opinions,  | * <input type="checkbox"/> – health,                |
| * <input type="checkbox"/> – religious beliefs,   | * <input type="checkbox"/> – genetic code,          |
| * <input type="checkbox"/> philosophical beliefs, | * <input type="checkbox"/> – addictions,            |
| * <input type="checkbox"/> religious affiliation, | * <input type="checkbox"/> – sexual life,           |

b) concern:

- |   |   |
|---|---|
| * <input type="checkbox"/> – convictions, | * <input type="checkbox"/> – judicial decisions inflicting punishment,                            |
| * <input type="checkbox"/> – fines,       | * <input type="checkbox"/> – other decision issued in the court or<br>administrative proceedings. |

*If you have not given any positive answer (i.e. you have not crossed any boxes), go ahead to point 11*

10. Legal grounds for personal data processing specified in point 9:

- \* ☐ – data subjects will give their written consent,
- \* ☐ – a specific provision of another act allows the data to be processed without the data subject's consent – *if YES, give reference marks of the provision hereof:*

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.....  
.....

☐ optionally continued in the  
appendix no. ....

- \* ☐ – processing is necessary to protect the vital interests of the data subjects or of another person where the data subject is physically or legally incapable of giving his/her consent until the establishing of a guardian or a curator,
- \* ☐ – processing is necessary for the purposes of carrying out the statutory objectives of churches and other religious unions, associations, foundations, and other non-profit seeking organisations or institutions with a political, scientific, religious, philosophical, or trade-union aim and on the condition that the processing relates solely to the members of those organisations or institutions or to the persons who have a regular contact with them in connection with their purposes and subject to providing suitable safeguards of the processed data, - *if YES, specify which:*

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.....  
.....

☐ optionally continued in the  
appendix no. ....

- \* ☐ – processing relates to the data necessary for the establishment of legal claims,
- \* ☐ – processing is necessary for the purpose of carrying out the obligations of the controller with regard to employment of his/her employees and other persons, and the scope of processing is provided for by the act,
- \* ☐ – processing is conducted for the purposes of preventive medicine, the provision of medical care or treatment of patients by professionals providing treatment or other health care services, or the management of health care services and subject to providing suitable safeguards,
- \* ☐ – processing relates to those data which are manifestly made public by the data subject,
- \* ☐ – processing is necessary to conduct scientific researches including preparations of a thesis required for graduating or receiving a university degree, and publishing the results of scientific researches cannot allow for identification of data subjects,
- \* ☐ – data processing is conducted by a party to make the exercise of rights and duties resulting from decisions issued in court or administrative proceedings.

#### **PART D: Methods of data collection and disclosure**

11. Methods of data collection for the data filing system:

- \* ☐ – only from data subjects,
- \* ☐ – mainly from data subjects,
- \* ☐ – only from other sources,
- \* ☐ – mainly from other sources,
- \* ☐ – mainly by way of teletransmission,
- \* ☐ – also by way of teletransmission.

12. Methods of disclosure of data from the data filing system:

- \* ☐ – data will be only disclosed to third parties authorised by law,
- \* ☐ – data will be disclosed to third parties,
- \* ☐ – data will be disclosed by way of teletransmission,

13. The recipients or categories of recipients to whom the data can be transferred – *give the name and the seat or the name, surname and the place of residence of the party who was entrusted with personal data processing:*

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.....

☐ optionally continued in the  
appendix no. ....

14. Information relating to a possible data transfer to a third country – *give the name of the third country:*

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.....

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**PART E: Description of technical and organisational means  
applied for the purposes referred to in Articles 36 – 39 of the Act of August 29, 1997 on  
Personal Data Protection**

*(do not indicate any details of the applied solutions in the answers below)*

15. The personal data filing system will be processed

- \* ☐ – within data logging
- \* ☐ – within bit-sliced architecture

16. Solutions applied as regards:

- a) physical safeguards of data,

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.....  
.....

b) equipment, information and telecommunications means (regular names or symbols of technical norms and standards):

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.....  
.....

c) safeguards for software operating necessary for teletransmission (regular names or symbols of technical norms and standards):

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.....  
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d) safeguards for software used in systems (regular names or symbols of technical norms and standards):

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e) safeguards of data bases tools and other software tools (regular names or symbols of technical norms and standards):

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f) safeguard within the applied system (regular names or symbols of technical norms and standards):

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g) organisational means:

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**PART F: Information on the way of fulfilling basic technical and organisational requirements defined in the Regulation of April 29, 2004 by the Minister of**

**Internal Affairs and Administration as regards personal data processing  
documentation and technical and organisational conditions which should be  
fulfilled by devices and computer systems used for the personal data processing  
(Journal of Laws No. 100, item 1024).**

17. Safeguards have been applied at the:

- \* ☐ – basic security level,
- \* ☐ – medium security level,
- \* ☐ – high security level.

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\* If YES put “x” in the box

.....  
(date, the applicant’s signature and seal)