

# Privacy policy

We respect the right to privacy and we care for data safety. Personal data is treated as confidential and is protected according to the law, especially according to the Regulation (EU) 2016/679 of the European Parliament and 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 (General Data Protection Regulation).

If our Privacy Policy changes, we will inform about it in a separate message on our website.

## I. Personal data

1. The administrator of the personal data is the Emanuel Ringelblum Jewish Historical Institute located in Warsaw, ul. Tłomackie 3/5 (00-090 Warsaw) – hereinafter referred to as JHI.

2. Contact with the Personal Data Protection Inspector is possible via email at [iodo@jhi.pl](mailto:iodo@jhi.pl), or by post at the address of the JHI.

3. We collect personal data through contact forms, order forms, e-mail or traditionally as records on paper.

4. We don't collect or process data directly using our website.

5. We use personal data for the following purposes:

a. in order to establish and form the content of contracts signed by the JHI, to modify them and to terminate them;

b. in order to act according to rights and obligations imposed by contracts, including resolving conflicts, collecting payments and addressing problems;

c. in order to fulfil legal obligations of the JHI, such as tax, insurance and statistical obligations;

d. in order to act according to statutory objectives of the JHI, especially educational, cultural and research purposes;

e. in order to publish our collections and to protect goods of culture managed by us;

f. in order to provide information about our activities, organized events, offered products;

g. in order to secure optimal presentation of content on our websites;

6. Personal data is being stored as long as the purpose in which they were collected is completed, agreement for data processing is removed, a request for ceasing to process data, to move or to delete data is submitted.

We reserve a right to store some of the collected data as e-mail address or phone number after the end of their processing in order to prevent further data processing.

7. We process data on the basis of:

a. agreement expressed by the person whose data is in question;

b. necessity to complete signed contracts;

c. following legal obligations;

d. securing protection of vital interests of the person whose data is in question.

8. We don't sell data for commercial purposes. We may pass data to other institutions and companies in order to complete contracts, legal obligations or statutory objectives. It refers in particular to: transport and delivery companies, couriers, post, logistics services, mailing services (such as newsletters), financial and personal management, IT and database management and maintenance.

9. Every person whose data is in question has the right to access, correct, remove, limit processing, disagree towards processing, transfer, withdraw agreement to process their data.

In order to act according to these rights, the person whose data is in question should contact the Personal Data Protection Inspector at the JHI.

Every person whose data is in question has the right to complain to a data protection supervision body.

10. We have the right to collect personal data from publicly available sources, other persons, commercial sources. Persons whose data is in question will be separately informed about it by the Administrator.

## II. Cookie files

1. All the websites in the jhi.pl domain are using cookie files – small text files sent by the www server and stored by the software of the computer which uses the browser. When the browser connects with the website again, the website recognizes the type of device from which the user is connecting. Parameters allow reading information only to the server which created the files. Cookies facilitate using previously visited websites.

2. Collected information regards the IP address, browser type, language, operating system, internet provider, date and time, location and information sent to the website via contact form.

3. Collected data is used for the purposes of monitoring and learning about the ways users are using our website, in order to improve the functioning of the website and provide efficient, problem-free navigation. We allow following subjects to track the information about users: Google Analytics, Facebook Connect, Google Maps, Scientific and Academic Computer Network, who register users' behaviours on the website. Access of certain subjects to this information can be blocked in a browser via the Settings section, or in certain cases – by using extensions such as Ghostery. Limiting access of certain subjects may modify the functioning of the website – certain elements may stop being visible, but the core content will remain unchanged.

4. Cookies identify the user, which allows for adjusting website content to their needs. We use cookie files in order to secure convenience of using our services. Collected data is used only internally by the JHI in order to optimize our activity.

5. On our websites, we use cookie files for following purposes:

a. logging in and remembering user's choices,

b. creating statistics about users' behaviours on our website,

c. file sending optimization,

d. remembering user-selected settings and personalization of the user's interface, such as: selected language or region, font size, website appearance and others;

6. User can turn off or retrieve the option of collecting cookies anytime through changing the settings in the internet browser. Cookie management instruction is available at: <http://www.allaboutcookies.org/manage-cookies>.

7. Additional personal data such as e-mail address is collected only in places in which the user explicitly agreed to it (for example by submitting a contact form). Aforementioned data is stored and used only for purposes necessary to perform a particular function, according to the information about personal data processing.