

Rules and Regulations of the Video Surveillance System

The video surveillance used on the premises of the Metropolitan Promotional Zone (hereinafter: Zone) constitutes the processing of personal data on the principles set out in the general Regulation (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.

§ 1

The Rules and Regulations determine rules of operation of the video surveillance system within the Zone, determine the rights of data subjects, rules for registering and recording information and the manner of its protection, as well as the possibility of sharing the collected data.

§ 2

1. The Personal Data Controller is the Chairman of the Board of Metropolis GZM, with its headquarters at ul. Barbary 21A, in Katowice, email: kancelaria@metropoliagzm.pl, website: <http://bip.metropoliagzm.pl>.

2. The Personal Data Controller may be contacted with regard to personal data processed in the video surveillance system via electronic mail at daneosobowe@metropoliagzm.pl.

§ 3

1. The objective of using the video surveillance system is to protect property, ensure public order and security within the Zone.

2. The personal data collected as a result of the video surveillance system is processed on the basis of Article 6 (1) (f) of the GDPR (legitimate interests implemented by the data controller).

3. The infrastructure covered by the video surveillance includes:

a) the building at Aleja Korfantego 3 in Katowice;

b) cameras recording with resolution enabling identification of people staying within the video surveillance reach;

c) equipment recording and saving the image on physical media, along with the wiring.

4. Entrances to the Zone are marked with a camera pictogram and the following notice:

The video surveillance used on the premises of the Metropolitan Promotional Zone constitutes the processing of personal data on the principles set out in the general Regulation (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.

The Personal Data Controller is the Chairman of the Board of Metropolis GZM, with its headquarters at ul. Barbary 21A in Katowice, email address: kancelaria@metropoliagzm.pl, website: <http://bip.metropoliagzm.pl>.

The objective of using the video surveillance system is to protect property, ensure public order and security within the Metropolitan Promotional Zone.

The personal data collected as a result of the video surveillance system is processed on the basis of Article 6 (1) (f) of the GDPR (legitimate interests implemented by the data controller).

The recordings from the video surveillance system will be stored for 30 days from the day on which the Zone ceases to operate.

Only entities authorised to receive personal data under provisions of law will be recipients of your personal data.

You have the right to request that the Controller grant you access to personal data, delete your personal data, restrict their processing, and you have the right to object to having your data processed.

The Rules and Regulations of the Metropolitan Promotional Zone and the Rules and Regulations of the Video Surveillance System are available at the Metropolis GZM's websites at: <http://bip.metropoliagzm.pl/> (Data Protection tab), www.metropoliagzm.pl, and also at the headquarters of the Metropolitan Office of the Metropolis GZM and at the Metropolitan Promotional Zone (Al. Korfantego 3, Katowice)

Contact details of the Data Protection Officer: daneosobowe@metropoliagzm.pl.

5. Cameras are marked with a camera pictogram labelled "Video surveillance".

6. The recorder is located in the building at Aleja Korfantego 3 in Katowice, in a room accessible only to authorised persons.

7. The recipients of the personal data recorded in the video surveillance system are the Chairman of the Board of Metropolis GZM and the Director of the Promotion and Social Communication Department at the Metropolitan Government of the Metropolis GZM.

§ 4

1. The video surveillance does not constitute a means of monitoring the employee's work.

2. Sanitary facilities are not covered with video surveillance.

3. Recordings from the video surveillance system may be disclosed only to authorised bodies, within the scope of their legal activities, e.g. the Police, Courts, and Public Prosecutor's Office, at their written request. Recordings are not disclosed to natural persons, as that could violate the rights and freedoms of other third parties.

§ 5

1. The video surveillance operates at all times.

2. Only the image (vision) from the video surveillance system cameras is recorded and saved on the physical media.

3. The sound (audio) is not recorded.

4. The image is recorded and used in the video surveillance system only if it is necessary to analyse incidents of violation of law.

5. The recordings will be stored for 30 days from the day on which the Zone ceases to operate. After this period the recordings will be automatically deleted in such a way that they will be deleted data from the disc of the recording equipment.

§ 6

In justified cases, on the basis of requests from natural persons or authorised bodies, if the video surveillance equipment recorded an incident related to violation of the security of people and property, the period of data storage may be extended by the time necessary to complete the proceedings connected with the incident recorded by the video surveillance system.

§ 7

A person interested in securing data from the video surveillance for the purpose of the future proceedings may request the Controller in writing to secure the data against deletion after the standard period of their storage lapses. The request should be submitted at correspondence office of the Metropolitan Government of Metropolis GZM within 29 days counting from the day on which the incident might have been recorded by the video surveillance. Requests submitted after that period do not guarantee that recording will be secured because it might have already been deleted from the recorder disc. The request must specify the date, approximate time of the incident and place of the incident.

§ 8

1. The Controller makes a copy of the recording from the video surveillance for the period indicated in the request of the applicant and marks it in a permanent manner.

2. The copy is stored in a place specially designated for this purpose.

3. The copy of the recording is kept in the register of video surveillance copies drawn up at the request of the interested person. The register specified the following information:

- a) serial number of the copy;
- b) period covered by the recording;
- c) source of the data (e.g. camera no. 3);
- d) date on which the copy was made;
- e) data of the person who made the copy;
- e) signature of the person who made the copy;
- g) information about disclosing or destroying the copy.

4. The copy of the recording is secured for a period not longer than 4 months and is disclosed only to authorised bodies. In the case authorised bodies fail to act for 4 months, the copy is physically destroyed. In order to extend a copy's storage period, the interested person must submit another request.

§ 9

The information obligation towards people whose personal data might be recorded on the video surveillance is performed via information boards placed at the entrances to the Zone and at the website <http://bip.metropoliagzm.pl/> (*Data Protection tab*), in relation to art. 14 (5) (b) of the Regulation (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 (general data protection regulation).

§ 10

Persons who have access to images recorded by the video surveillance are obliged to observe provisions of law regarding personal data protection and they must be authorised by the Controller to access such data.

§ 11

Each person has the right to request rectification of data which are inaccurate, and in cases provided in the provisions of law they have the right to delete personal data or restrict their processing. Requests regarding such cases should be directed to the Controller.

§ 12

Each person has the right to submit a complaint to the supervisory authority, that is, the President of the Office of Personal Data Protection, 00-193 Warsaw, ul. Stawki 2.