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stamp of the institution

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place, date

Library of the University of Lodz
Department of Special Collections

REQUEST FOR THE USE OF SPECIAL COLLECTIONS
OF THE UNIVERSITY OF LODZ LIBRARY

I declare that Mr/Ms
is a student/employee
and is writing a thesis (MA thesis, doctoral dissertation) titled:

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in view of the above, I would like to request permission to use the following materials:

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Information clause on personal data processing for users of the library information system of the University of Lodz Library

1. The Controller of your personal data is the University of Lodz with its registered office at Narutowicza 68, 90-136 Łódź.
 2. In any case, the Data Protection Officer may be contacted:
 - 1) at the abovementioned address with a note: Data Protection Officer;
 - 2) by e-mail at: iod@ui.lodz.pl
 3. Personal data will be processed for the purpose of performing the tasks of the University of Lodz Library and the branch libraries of the University of Lodz (which are a part of the library information system of the University), in particular the protection and provision of library materials and electronic resources in accordance with the applicable licences and copyrights, identification of users of the library information system of the University of Lodz, settlement of obligations towards the Controller, contact and monitoring, as well as for archiving and statistical purposes;
 4. Personal data will be processed on the basis of legal provisions, including, but not limited to, the Law on Libraries, the Law on Higher Education and Science, the Law on Public Statistics and the University's internal regulations;
 5. Your personal data may be made available to other authorised bodies on the basis of applicable provisions and agreements concluded with the University of Lodz;
 6. Personal data will be kept for the required period in accordance with national archival resources and national archives, other provisions of law and internal regulations of the University;
 7. You have the right to:
 - 1) access the content of your data;
 - 2) rectify your data when they are not accurate;
 - 3) erase, limit the processing and transfer your data – in cases provided for by law;
 - 4) object to the processing of your personal data;
 - 5) lodge a complaint to the supervisory authority, which is the President of the Personal Data Protection Office, based in Warsaw at Stawki 2;
 8. The provision of personal data is voluntary but necessary for the purpose referred to in section 3.
- The processing of personal data is carried out on the basis of: Article 6(1)(c) of 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).

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stamp and signature of the supervisor/head of the unit