

CONSENT TO PERSONAL DATA PROCESSING FOR COMMUNITY MEMBERS

I consent to have my personal data indicated in this form processed by the Personal Data Administrator for the purpose of communication and receipt of broadly defined administrative and accounting documentation that pertains to my member's share in the Residential Community (in connection with the ownership of premises, parking space, fixtures, and other forms of ownership). This consent is binding from its signature date until its withdrawal, to the final settlement of utilities and advance payments for the year in which the premises are sold at the latest.

Personal data processed:

Forename and Surname:

Address in the Residential Community:

Parking space no....., storage room no., locker storage unit no

E-mail address:

Phone number:

The personal data will be processed for the purpose of keeping up correspondence resulting from the Act on the Ownership of Premises and other legal acts, as well as for providing information on matters pertaining to Community owners, and for sending administrative forms and documents. Detailed information can be found hereunder.

The Administrator may entrust other entities with processing my personal data on the basis of separate agreement on personal data processing for the purposes indicated herein.

The personal data will be stored by the Administrator from the moment of their entrusting until the consent is withdrawn, except from the legally justified purposes of the Administrator connected with management of the Community premises.

The Owner has the right to access their personal data and to correct or delete them, to limit their processing, to transfer them, as well as the right to file an objection or to withdraw his/her consent anytime.

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place, date, signature

Detailed specification of the purposes of processing personal data in the Community.

1. Keeping up a correspondence resulting from the Act on the Ownership of Premises, i.a.:

- a) passing on materials needed for a meeting, including an invitation/notification, draft resolutions and additional documents; investing with a power of attorney for representation at a meeting and in the community,
- b) passing on any documents relating to voting on resolutions, i.e. circulating voting ballots, sending materials connected with the voting and undertaking actions connected with the voting, sending notifications about the status of resolutions that are being voted on or adopted and about their content,
- c) passing on notifications about meetings with the Management Board and circulating materials relating to the meeting, as well as relating to the meetings' decisions and their implementation; minutes and notes from the meetings of the Community/Management Board,
- d) passing on information relating to actions resulting from the resolutions in force and Management Board's decisions,
- e) passing on information resulting from accounting documents as well as the documents themselves - notifications, files, utilities settlements, balances, etc.

2. Keeping up a correspondence resulting from acts other than the Act on the Ownership of Premises (The Construction Law, Regulation of the Minister of Economy on Legal Meteorological Control of Measuring Instruments of Infrastructure , the Accounting Act and others), i.a.:

- a) passing on information regarding the number of people residing in premises for the purpose of tax declarations and declarations on the amount of the fee for managing municipal waste,
- b) passing on and submitting information required in agreements relating to the process of securing claims resulting from statutory warranty (agreement on cession of rights), as well as from legal proceedings, if any, initiated with regard to the said matter on the basis of the separately adopted resolutions of the Community,
- c) conducting debt collection actions (reminders, requests for payment), claims/litigations, request for payment, confirmation of balance; utilities settlement and other accounting documents,
- d) passing on information about dates of inspections and checkups, exchange of measuring instruments, as well as information regarding conclusions from the application thereof or individual requests for their implementation or other recommendations.

3. Keeping up a current administrative correspondence in order to update information and facilitate service and completion of matters regarding the Owners, i.a.:

- a) sending information on violating provisions of the resolutions in force,
- b) sending information on social initiatives of the Community, events organized by the Community, as well as charity events,
- c) sending information on current residential matters (eg. availability of the debris skip, Christmas trees, large-size waste, possibility of contacting contractors that service the estate, collecting offers, conducting inspections and repairs, possibility and the method of reporting malfunctions, notices about works ongoing in the estate, breakdowns, change of codes, programming of remote controls, planned interruptions and breakdowns in provision of utilities, administrative decisions, the necessity of making the common areas available for individual use - including storage locker units, garage spaces for the period of ongoing works, eg. removal of malfunctions/defects, distributing newsletters with information on the Community's activities,
- d) conducting surveys/polls and gathering opinions in matters regarding the Community,
- e) sending local information, eg. from City District Office/Municipal Office

4. Sending documents and administrative form, i.a. in order to:

- a) update contact data,
- b) express consent to debit the Community's account,
- c) express consent to send correspondence via electronic means (e-mail, text messages, etc.)
- d) report malfunctions and irregularities,
- e) invest with power of attorney

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place, date, signature