Privacy Policy

The Silesian Library in Katowice attaches particular importance to respecting the privacy of users of the Silesian Library website. In connection with the above, the Library, implementing the Privacy Policy, encourages each user of the service to familiarize themselves with the following information:

1. By using the Library Website, the user accepts the Privacy Policy.
2. Personal data on the Website may be collected through the following activities:
   - information provided by users in the forms posted on the Website,
   - information collected automatically during using the Website, i.e.:
   - information saved automatically in the logs of servers and the Website, such as IP address, page request sent by the user, date and time of the request, browser type, browser language, device data, type of operating system, etc.
   - cookie files — small text files sent by the Website to the device of the user visiting the Website (e.g. computer, smartphone).

3. Information collected automatically serves the following purposes:
   - administering servers and the site,
   - ensuring security and protection of data and the Website,
   - provide the user with specific services,
   - adaptation of the Website to the needs of users,
   - creation of viewership statistics.

4. Cookie files are used to achieve the following purposes:
   - ensuring the correct operation of sites in the user's browser,
   - facilitate the user's use of the Website and adapt it to the user's needs,
   - remembering individual settings and preferences of the user,
   - creating statistics enabling to know the expectations of users and develop the Website to facilitate reaching the most frequently sought information (e.g. by analysing search queries).

5. Most internet browsers are initially set up to accept cookie files automatically. However, the user can adjust how the browser handles cookies by blocking or deleting them from websites. To do this, you must modify your browser settings. Most browsers allow users to accept or reject files, choose specific types, or receive notifications when a website attempts to save them. The user can also easily delete cookies that have already been saved on the device by the browser. The management and deletion of cookies varies depending on the browser used. Detailed information on this can be obtained by using the Help function in the browser. Detailed information on the management of cookies on the websites of the following browsers:
   - Chrome: Clean, allow and manage cookies in Chrome | [Google Chrome Help](#)
   - Internet Explorer: How to delete cookies in Internet Explorer | [Microsoft Support](#)
   - Firefox: Enhanced tracking protection in Firefox | [Firefox Help](#)

6. When using the website, some user data may be automatically collected and processed by third-party tools used by the Library. For statistical purposes, the

Library uses the Google Analytics tool, operating based on its cookie files. We recommend that you read the Google Analytics Privacy Policy: https://support.google.com/analytics/answer/6004245. In addition, plugins, buttons or other tools are used to share content on social networks, such as Facebook, Instagram, Google Maps and YouTube.

7. Electronic payments made by the Patrons using the electronic payment system: The Silesian Library provides PayU with the personal data of Patrons to provide electronic payment services, based on the concluded contract. Transferring personal data to PayU concerns data needed to achieve the above purpose. With the personal data provided, PayU becomes their separate administrator within the meaning of the GDPR. The rules for the processing of personal data by PayU, including customer data, are set out in the Privacy Policy, the current content of which is available in the payu.com domain.

8. The Library is not responsible for the privacy policy of external entities, including websites to which it provides links. The user should read the rules applicable to these entities.

9. The Library makes every effort to protect the Website and the data processed on it, among others against unauthorized access by third parties. For this purpose, physical security measures, security systems that secure access to servers and the website as well as cryptographic solutions are used. Personal data is shared only with those employees and entities to whom they are necessary to perform tasks and are processed only for the purposes described in this Privacy Policy.

10. The Library is the Administrator of data processed in connection with the use of the Website, excluding data collected by external entities referred to in points 6 and 7.

11. When processing data, the library complies with the

provisions on the protection of personal data, including the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals concerning the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (the GDPR).

12. Users' personal data collected for the purposes described in points 3 and 4 of this Privacy Policy will be processed for the period necessary to achieve a given purpose.

13. Personal data is transferred to entities processing data on behalf of the Data Administrator in connection with the supply of services to the Library.

14. The User has the right to request personal data from the Administrator:
    - access to his/her data,
    - their rectification,
    - restrictions on their processing,
    - transfer of data to another Data Administrator,
    - objecting.

15. The User also has the right to lodge a complaint with the President of the Office for Personal Data Protection if he considers that the processing of his data violates the provisions of the GDPR.

16. Contact details of the Administrator: Silesian Library in Katowice (Council of Europe Square 1, 40-021 Katowice) / Biblioteka Śląska w Katowicach (plac Rady Europy 1, 40-021 Katowice), tel. [+48 32 208 38 75](), e-mail: [bsl@bs.katowice.pl](). For issues regarding personal data, please reach out to the inspector of personal data protection at the Silesian Library, tel. [+48 32 208 37 26](), e-mail address: [iodo@bs.katowice.pl]().