

**Appendix No. 2 to the Regulations for Use of the Luggage Storage at Wawel Royal Castle**  
**CLAIM FORM FOR LOST PROPERTY**

Krakow, on.....

Details of the Claimant:

Name.....

Address.....

Contact telephone number.....

e-mail address.....

Data of the Keeper (WRC):

.....

I hereby report the loss of my items/luggage\* on the day of .....

Description of the lost items/luggage\* (please specify, among others, type, colour, shape, brand, special/characteristic features/elements, etc.):

.....  
.....  
.....  
.....

Declared value of lost items/baggage\*:..... zł.

\*please underline the appropriate term

Contents of left luggage\*\*:

.....  
.....  
.....  
.....

\*\*please fill in if you report a lost numbered token, confirming that you have left your luggage in the luggage room.

Additional comments:

.....  
.....  
.....  
.....

The claim will be processed within 7 days of reporting the lost item/baggage using this Form. In the event that the lost items/baggage are not found, the Keeper will contact the Claimant in writing or by email at the address indicated by the Claimant with a form for indication of compensation. Compensation will be made within 14 days of receipt of the information.

The Claimant declares that he/she has familiarised himself/herself with the Regulations and the information on the processing of personal data.

.....  
signature of the Claimant

.....  
signature of the Keeper

## **INFORMATION CLAUSE ON PROCESSING OF PERSONAL DATA**

In connection with the implementation of the requirements of the Regulation of the European Parliament and of the Council (EU) 2016/679 of April 27, 2016, on the protection of individuals regarding the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation "GDPR"), we inform you about the principles for processing your personal data and your rights in this regard.

1. The administrator of your personal data is the Wawel Royal Castle.
2. Data Protection Officer: [iod@wawelzamek.pl](mailto:iod@wawelzamek.pl)
3. The Administrator processes your personal data on the basis of applicable laws, concluded contracts and on the basis of your consent.
4. Your personal data is processed for the purpose(s):
  - a) Art. 6 para. 1 b) Processing is necessary for the performance of a contract to which the data subject is a party, i.e., the execution of the luggage storage agreement.
  - b) Art. 6 para. 1 c) Processing is necessary for the fulfillment of a legal obligation incumbent on the administrator, e.g., when accounting for a lost token with a number or luggage.
5. In relation to the processing of data for the purposes referred to in point 4, the recipients of your personal data will be public authorities and entities performing public tasks or acting on behalf of public authorities or other entities which, on the basis of relevant entrustment agreements, process personal data in the Administrator's files, such as, for example, entities providing IT services,
6. Your personal data will be stored for as long as necessary to achieve the purposes specified in point 4, and thereafter for the period and to the extent required by applicable law, i.e., for up to 3 years for application forms, and in the case of financial settlements in accordance with the Accounting Act.
7. In connection with the processing of your personal data, you have the following rights: the right to access personal data, the right to data portability, the right to rectify data—in case the data is incorrect or incomplete, the right to request the erasure of personal data (the so-called right to be forgotten), the right to request the restriction of processing, and the right to object to the processing of data.
8. If the processing of personal data takes place based on the consent of the data subject (Article 6(1)(a) GDPR), you have the right to withdraw this consent at any time. Such revocation shall not affect the lawfulness of processing carried out on the basis of consent before its withdrawal.
9. If you become aware of unlawful processing of your data personal, you shall have the right to lodge a complaint with the supervisory authority competent in matters of data protection.
10. Where the processing of personal data takes place on the basis of the data subject's consent, the provision of personal data by you to the Administrator is voluntary.
11. It is compulsory for you to provide personal data where the prerequisite for the processing of personal data is provided for by law or by a contract concluded between the parties.
12. Your data will not be processed by automated means and will not be profiled.
13. Your personal data will not be transferred to a third country/international organisation.