TERMS AND CONDITIONS

**of the functioning of closed-circuit television in Galeria Labirynt**

**§ 1**

* 1. The Terms and Conditions set out the principles for the operation of closed-circuit television in the Galeria Labirynt and the area around the gallery (hereinafter referred to as “CCTV”), the locations where the system cameras are installed in the gallery, the rules for recording and logging information from the monitoring and the manner of securing the recording from the cameras, as well as the possibility of sharing the data thus collected.
	2. CCTV does not include rooms in which didactic activities take place, rooms intended for rest and recreation of employees and sanitary and hygienic rooms.
	3. CCTV should not be a means of supervising the quality of work performed by employees of the Galeria Labirynt.
	4. The administrator of the CCTV system is the Galeria Labirynt.

§ 2

**The purpose of CCTV in Galeria Labirynt is:**

1. ensuring the safety of staff and visitors to the gallery,
2. protecting the property of the Galeria Labirynt
3. reducing undesirable, disruptive behaviour that threatens the health and safety of staff and visitors to the gallery,
4. clarifying conflict situations,
5. identifying the perpetrators of reprehensible acts (destruction of property, theft, etc.).
in the gallery,
6. restricting access to the gallery and its premises to unauthorized and undesirable persons,
7. exercising management control,
8. keeping confidential information, the disclosure of which could expose the Galeria Labirynt to harm.

§ 3

* 1. The CCTV system includes in particular: cameras, recorders, wiring and monitoring software, as well as a station for viewing camera images and a recorder. The list of places where CCTV cameras are located is included in Annex 1 to the Terms and Conditions.
	2. CCTV is supervised by the Director of Galeria Labirynt.
	3. Persons authorised to observe the image shall be listed in a register settled by the Director and attached as Annex 2 to the Terms and Conditions.
	4. Data stored on media do not constitute public information and are not subject to disclosure based on the provisions of the Access to Public Information Act.
	5. Disclosure of recordings is possible to authorities or other entities authorised by law within the scope of their legal activities, e.g. the police, courts, prosecution. Disclosure takes place after the Director of Galeria Labirynt has given his consent. The storage medium may be recorded and handed over to law enforcement authorities upon their written request in order to clarify an ongoing case. A person interested in securing the CCTV recording for future proceedings may apply in writing to the Director of Galeria Labirynt for a copy of the recording, indicating the exact date, as well as the time and place of the event (Annex 3). A copy made at the written request of the person concerned shall be kept in a locked room and made available to the authorised bodies. In the event of inaction by the authorised bodies, the copy shall be destroyed three months after it has been made, and a record of this action shall be drawn up (Annex 4).
	6. The CCTV record is issued against receipt. Sharing of monitoring recordings is recorded in the “Register of shared monitoring recordings of Galeria Labirynt”, a template of which is attached as Annex 5 to these Terms and Conditions.
	7. Persons who have access to images recorded by video monitoring are aware of their data protection responsibilities.

§ 4

1. CCTV functions around the clock.
2. Only the images from the cameras of the CCTV system are recorded and stored on a storage medium, without sound recording.
3. Data from the CCTV recordings are considered personal data within the meaning of
Article 4 par. 1 of the Regulation (EU) 2016/679 of the European Parliament and of the Council on 7 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), hereinafter referred to as the Regulation.
4. The gallery shall process image recordings containing personal data of employees and other persons identifiable as a result of such recordings exclusively for the purposes for which they were collected and shall keep them for a period of no more than 3 months from the date of recording. After this period, the image recordings obtained as a result of the monitoring containing personal data shall be overwritten, unless otherwise provided for in separate provisions.
5. Entry to the room where the monitoring recordings are stored (recorder) is possible in the presence of the Director of the Galeria Labirynt, an employee authorised by the Director of the bookstore, as well as after the Director of Galeria Labirynt has given his consent or in the presence of an authorized employee who provides IT services over the system.

§ 5

1. Employees and visitors to Galeria Labirynt are informed about the functioning of the CCTV system in Galeria Labirynt.
2. The Director of the Galeria Labirynt shall, before allowing a person to perform their duties, familiarise them with the Terms and Conditions for the operation of video monitoring in Galeria Labirynt. The relevant statement is attached as Annex 6 to the Terms and Conditions.
3. Information on the functioning of CCTV is given by prominently and legibly placing information boards on the premises and at the entrances to the gallery building.
4. The following Information Clause within the meaning of art. 13 of the Regulation is posted on the notice board and on the website of Galeria Labirynt: “Galeria Labirynt conducts video monitoring of the gallery building and the area around it in order to ensure the safety of the gallery’s guests and employees, protect the gallery’s property and keep confidential information, the disclosure of which could expose the gallery to harm. The legal basis for the introduction of monitoring Art. 222 § 1 of the Labour Code. The administrator of the monitoring system is Galeria Labirynt. The Data Protection Officer can be contacted by e-mail at: iodo@labirynt.com. Any person has the right to lodge a complaint with the President of Personal Data Protection Office. Monitoring records will be stored for a period of one month. The recipients of personal data may only be bodies authorised by law. The monitoring rules and regulations are available on the gallery's website.”
5. An inventory of the locations where the elements of the monitoring system are installed, and the place of their recording is attached as Annex 1 to these Terms and Conditions.

**§ 6**

In matters not covered by this procedure, the final decision is taken by the Director of the gallery. The procedure is subject to change depending on the situation.

§ 7

The monitoring regulations are available at <https://labirynt.com>.

**§ 8**

The Terms and Conditions shall come into force on the day they are signed by the Director of Galeria Labirynt.