

**Annex to Order No. 16/2025 of the
Director of Józef Piłsudski Museum in Sulejówiek
regarding the introduction of the Terms and Conditions of Donations for Statutory Purposes
of the Józef Piłsudski Museum in Sulejówiek**

**Terms and Conditions of Donations for Statutory Purposes of the Józef Piłsudski Museum
in Sulejówiek**

I. Definitions

1. **Museum** — Józef Piłsudski Museum in Sulejówiek, with its registered office in Sulejówiek, Aleja Piłsudskiego 29, 05-070 Sulejówiek, NIP [Tax ID No.]: 8222284551, REGON [Business Register No.]: 141773282, entered into the Register of Cultural Institutions kept by the Minister of Culture and National Heritage under the following number: RIK 80/2008;
2. **Donor's Data** — data of the person making the donation, which is necessary for the donation payment process, i.e. first and last name and e-mail address;
3. **Donor** — (1) a natural person; (2) a legal person; or (3) an organisational unit without legal personality that has made or intends to make a donation to the Museum through the System;
4. **Terms and Conditions** — the Terms and Conditions of Donations for Statutory Purposes of the Józef Piłsudski Museum in Sulejówiek;
5. **System** — the internet system run by the Museum, available at tickets.muzeumpilsudski.pl, which makes it possible to make a donation 24 hours a day, 7 days a week;

II. General provisions

1. These Terms and Conditions define the principles for making donations to the Museum, as well as the procedure for complaints.
2. These Terms and Conditions are available free of charge at bilety.muzeumpilsudski.pl/donations/donate.html, in a form that makes it possible for the Donor to download, play and record its content. Anyone may familiarise themselves with the content of these Terms and Conditions.
3. Making a donation through the System is tantamount to accepting these Terms and Conditions.
4. The internet payment system is operated by PayU S.A. according to the principles specified in that entity's terms and conditions of service.
5. Using the System requires a device with internet access and an installed web browser (e.g. Microsoft Edge, Mozilla Firefox, Google Chrome, Opera) as well as an e-mail account with an active e-mail address.
6. The Museum is not liable for errors in the display and operation of the System resulting from problems or technical deficiencies for reasons beyond the Museum's control or for reasons attributable to the Donor (e.g. unstable internet connection, interruptions at ICT service providers, use of outdated software or internet browser by the Donor).
7. The Museum is not liable for mail server administrators blocking messages sent to the e-mail address provided by the Donor, or for

the deletion or blocking of e-mail messages by software installed on the computer used by the Donor.

III. Making a donation

1. To make a donation, the Donor must proceed as follows:
 - a. select the donation amount from the options indicated by the System or enter the donation amount declared by the Donor;
 - b. enter the Donor's Data required by the System;
 - c. select the payment method;
 - d. make the payment in accordance with the selected method.
2. After verifying the data, the Museum will send a confirmation to the e-mail address provided by the Donor with information on the declared amount of the donation, deadline for payment, and information on the payment operator.
3. After payment has been made, the Museum will send a confirmation of receipt of payment along with a letter of thanks to the e-mail address provided.

IV. Complaints, PayU service complaints

1. Complaints about the use of the System must be submitted to the address of the Museum's registered office or by e-mail to: info@muzeumpilsudski.pl. When filing a complaint, the Donor may use the Complaint Form attached as Annex 1 to the Terms and Conditions, but is not obliged to do so.
2. The Museum will review the complaint and respond within 14 days from the date of acknowledgement of its receipt.
3. The donor may also file a complaint if the services stipulated in the payment operator's terms and conditions are not provided or are not compliant with their provisions. Complaints may be lodged in the following ways:
 - a. in writing to the following address: PayU S.A., ul. Grunwaldzka 186, 60-166 Poznań;
 - b. electronically, using the form available at <https://www.payu.pl/pomoc> and/or by phone at + 48 61 628 45 05 (rates charged by the Donor's operator apply), from Monday to Friday between 8:00 a.m. and 8:00 p.m.

V. Personal Data Protection

Pursuant to Article 13(1) and (2) 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), hereinafter referred to as "GDPR", the Museum would like to inform the Donor that:

1. The Controller of the personal data is the Józef Piłsudski Museum in Sulejówek, hereinafter referred to as the "Museum" or the "Controller". The Controller may be contacted as follows: by letter at Aleja Marszałka Józefa Piłsudskiego 29, 05-070 Sulejówek,

by e-mail at muzeum@muzeumpilsudski.pl or by phone at +48 (22) 778 80 88;

2. The Controller has appointed a Data Protection Officer, hereinafter referred to as "DPO", who can be contacted in all matters concerning the processing of personal data and the exercise of rights related to data processing by e-mail at rodo@muzeumpilsudski.pl or in writing to the address indicated above;
3. The Controller processes the data of persons who have completed the relevant forms and voluntarily provided their data, i.e. first and last name and contact details;
4. Purposes and legal basis for the processing of personal data:
 - a. settling the donation and pursuing any claims arising from the donation — pursuant to Article 6(1)(c) and (f) of the GDPR,
 - b. complying with legal obligations, particularly with the financial reporting obligation, and with obligations under the Act of 6 September 2001 on Access to Public Information — the basis for processing is Article 6(1)(c) of the GDPR,
 - c. pursuing the Controller's legitimate interest — pursuant to Article 6(1)(f) of the GDPR, which is construed as follows:
 - i. answering questions submitted by Donors by email and/or phone,
 - ii. establishing, asserting or defending claims related to the making of the donation;
5. Personal data will be processed:
 - a. until the expiry of the statute of limitations for possible claims arising from the donation agreement,
 - b. with regard to data processed under the legitimate interest of the Controller, until the Customer raises a legitimate objection, subject to the next item,
 - c. until the expiry of the obligation to store the data under the law, particularly the obligation to store accounting documents relating to the donation agreement;
6. Personal data may be provided to:
 - a. state authorities and other entities authorised to access the data to the extent and for the purposes set out by law;
 - b. third parties supporting the Controller's operations with regard to the services provided, such as IT service providers, auditing firms, electronic payment processors and law firms.
7. In relation to the processing of personal data, in cases provided for by law, Donors using the System have the right to:
 - a. access to their personal data,
 - b. rectify (correct) their personal data,
 - c. have their data erased,
 - d. limit the processing of their personal data,
 - e. have their data transferred,
 - f. object to the processing of their data,

- The above rights may be exercised via the DPO;
- g. withdraw consent to the processing of personal data in cases where it constitutes the basis for data processing; however, this does not affect the lawfulness of processing performed based on the consent prior to its withdrawal,
 - h. file a complaint with a supervisory authority, i.e. the President of the Personal Data Protection Office;
8. The provision of personal data by the Donor is voluntary but necessary for its implementation;
 9. Donors' personal data will not be transferred to countries outside the European Economic Area;
 10. The Controller will not carry out activities involving automated processing (including profiling) of Donors' personal data, which could have legal effects on Donors, or otherwise significantly affect them.
 11. Any data provided by the Donors when communicating with their bank during the payment process is processed by the relevant bank in line with its privacy policy and is not shared with the Museum.

V. Final Provisions

1. The Museum reserves the right to amend these Terms and Conditions. Any amendments to these Terms and Conditions enter into force on the date indicated by the Museum. Donations made prior to the effective date of the amendments to these Terms and Conditions will be processed based on the provisions in force on the date of placing the order.
2. These Terms and Conditions enter into force on 11 August 2025.

Annex 1 to

*the Terms and Conditions of Donations for Statutory Purposes of the Józef Piłsudski
Museum in Sulejówek*

COMPLAINT

This complaint concerns:

Donor's first and last name:

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e-mail:

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Date of donation:

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Donation amount:

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Subject matter of the complaint:

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In relation to the complaint, I demand the following:

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I consent to the processing of my personal data (pursuant to Article 6(1)(a) of the GDPR) by the Museum for purposes related to the handling of complaints and the fulfilment of related requests.

The provision of personal data is voluntary but necessary to submit and process the complaint. I have been informed of my right to revoke my consent at any time.

I have read and understood the data processing notice included in the "Terms and Conditions of Donations for Statutory Purposes of the Józef Piłsudski Museum in Sulejówek".

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Date and signature