

## REGULATIONS OF THE OLD WRITING WEBSITE'S NEWSLETTER, RUN BY THE NATIONAL ARCHIVES IN KRAKOW

1. The regulations define the rules for using the website's newsletter service for learning palaeography and neography, run by Old Writing at <http://dawnepismo.ank.gov.pl/pl> and provided by the National Archives in Krakow, ul. Sienna 16, 30-960, Krakow, hereinafter referred to as "Archives".
2. As part of the website's <http://dawnepismo.ank.gov.pl/pl> newsletter service, hereinafter referred to as "Old Writing internet service", the Archives sends information (via e-mail) , hereinafter referred to as "newsletter" to the user's e-mail address provided by the user during registration.
3. The newsletter service is provided by the Archives on the basis of these regulations and is free of charge for an indefinite period.
4. The newsletter contains information concerning the current activity of the website, news published on the site as well as competitions, workshops and other educational and promotional activities carried out by the Archives as part of the Old Writing project.
5. Subscribing to the newsletter service requires the user to have a device with access to the internet and an e-mail account.
6. Subscribing to the newsletter service is possible after completing the following registration activities:
  - a) clicking (on the existing Old Writing website) on the "Subscribe to newsletter" link
  - b) b) providing the user's e-mail address in the newsletter form
  - c) c) consenting to the processing of personal data by the Archives for the purpose of providing the newsletter service
  - d) d) clicking on the "Subscribe" button
  - e) e) confirming newsletter subscription by clicking on the link in the automatically generated e-mail sent by the Archives titled " Confirm your subscription in the Old Writing service"
7. In order to receive the newsletter, it is necessary to provide a valid email address and verify the given email address by clicking the appropriate link.
8. By confirming registration, the user accepts the provisions of these regulations and consents to the processing of their personal data by the Archives in order to provide the newsletter service.
9. Processing the personal data of the user ordering the newsletter service (done by the Archives) is pursuant to article 6 paragraph 1, point 'e' of the general regulation on the protection of personal data of 27 April 2016 (Official Journal of the European Union, L 119, 4 May):
  - a) The Archives processes the user's personal data only for the purpose of providing the aforementioned services,
  - b) The Archives does not provide the e-mail addresses of users who subscribe to the newsletter service to third parties - this data is also not subject to profiling,
  - c) At any time, the user has the right to access their data, demand its rectification, limit processing and remove or object to its processing.
10. More information regarding the personal data protection policy of users of the Old Writing internet service is available on this website by clicking <http://dawnepismo.ank.gov.pl/en/reuse-information-privacy-policy-and-cookies>.
11. The user may unsubscribe from the newsletter by clicking on the link "Unsubscribe from this newsletter" in each newsletter sent or by sending an e-mail to the Archives' Data Protection Officer: [iod@ank.gov.pl](mailto:iod@ank.gov.pl)
12. As soon as the user unsubscribes from the newsletter, the Archives is immediately responsible for deleting the user's e-mail address from the list of subscribers to the newsletter of the Old Writing website.
13. Once users have been informed, the Archives reserves the right to close the newsletter service without any reason or notice.