Appendix No. 2

to the Policy regarding

personal data processing

NOTIFICATION

\_\_.\_\_.2021

Minsk

On the provision of information on the rights of the personal data subject related to personal data processing

1. In case of giving consent to personal data processing, you, as a personal data subject, are granted the following rights in accordance with the Law of the Republic of Belarus No. 99-З of 7 May 2021 “On Personal Data Protection”:

1.1. Revoke your consent to personal data processing by submitting an application to the operator.

The library considers the application within fifteen days, makes a decision on the removal of personal data and notifies you about it. In case of technical unability to delete personal data, the Library will take measures to prevent further processing of your personal data, including measures for blocking your personal data, and notify you within the same time limit.

The personal data processing that was carried out before the termination of personal data processing in accordance with part 1 of subparagraph 1.1 is legal.

1.2. Receive information about the provision of your personal data to third parties.

To obtain this information, you must submit respective application.

Within fifteen days after receiving the application, the Library will provide you with information (a list of personal data, to whom the information was provided) or notify you of the reasons for refusing to provide it. The information is provided once a year free of charge, except as otherwise provided by legislative acts.

1.3. Receive information regarding your personal data processing, containing:

name (surname, proper name, patronymic (if any) and location (address of residence (place of stay) of the operator);

confirmation of the fact of personal data processing by the operator (authorized body);

its personal data and the source of their receipt;

legal grounds and purposes of personal data processing;

the period for which its consent is given;

the name and location of the authorized body, which is a state body, a legal entity of the Republic of Belarus, another organization, if the personal data processing was entrusted to such body;

other information provided by legislation.

To obtain this information, you must submit respective application.

Within five working days after receiving the respective application, unless another period is established by legislative acts, the operator is obliged to provide you with information in an accessible form or notify you of the reasons for refusing to provide it. Such information is provided free of charge, except as otherwise provided by legislative acts.

1.4. Require the operator to make changes to your personal data if the personal data is incomplete, outdated or inaccurate. In these cases, an application is submitted to the operator in writing or in the form of an electronic document with the attachment of relevant documents and (or) their duly certified copies confirming the need to make changes in the personal data.

1.5. Require the operator to stop your personal data processing free of charge, including their removal, in the absence of grounds for personal data processing provided for by this Law and other legislative acts.

In this case, within fifteen days after receiving your application, the Library is obliged to stop personal data processing, as well as to remove them (ensure cancellation of personal data protection, as well as their removal by authorized body) and notify you of this.

In case of technical unability to delete personal data, the operator will take measures to prevent further processing of your personal data, including measures for blocking your personal data, and notify you of this.

The library is entitled to refuse meeting your requirements for the termination of personal data processing and (or) their removal if there are grounds for personal data processing provided for by this Law and other legislative acts, including if they are necessary for the stated purposes of their processing, notifying you of this in fifteen days.

1.6. You are entitled to appeal against actions (inaction) and decisions of the Library that violate your rights when processing personal data to the authorized body for the protection of the personal data subjects’ rights in the manner prescribed by the legislation on appeals of citizens and legal entities.

The decision made by the authorized body for the protection of the personal data subjects’ rights may be appealed by the personal data subject in court in the manner prescribed by legislation.

2. To exercise the rights specified in paragraphs. 1.1 - 1.5 of this notification, the following procedure for filing an application is provided:

the application may be submitted in writing or in the form of an electronic document. Legislative acts may require personal presence of the personal data subject and presentation of an identity document when he/she submits an application to the operator in writing;

for the exercise of the right specified in subparagraph 1.1, the application may also be submitted to the Library in the form through which the consent was obtained.

The application must contain the following information:

surname, proper name, patronymic (if any) of the applicant, his/her address of residence (place of stay);

birth date of the applicant;

the identification number of the applicant, in the absence of such number – the number of the applicant’s identity document, in cases where this information was indicated when giving his/her consent to the operator or the personal data processing is carried out without the consent of the applicant;

statement of requirements;

personal signature or electronic digital signature of the applicant.