**APPLICATION FOR REWRITING THE CERTIFICATE**

*After the CUSTOMER fills out the Application - proprietary information*

|  |  |
| --- | --- |
| **POLISH CENTRE FOR TESTING AND CERTIFICATION**469 Puławska Street; 02-844 Warsaw+48 22 464 52 00 / e-mail: pcbc@pcbc.gov.pl | **MANAGEMENT SYSTEM CERTIFICATION DEPARTMENT**e-mail: sprzedaz@pcbc.gov.pl |

**MANAGEMENT SYSTEMS CERTIFICATION**

|  |  |
| --- | --- |
| Contract number with PCBC SA |       |
| Certificate(s) Number(s) |       |

1. **Request to rewrite Certificate due to change:**

|  |  |
| --- | --- |
| [ ]  | Organization's legal status, consisting of:       |
| [ ]  | address data of the organization (see point 2) |
| [ ]  | other:       |

1. **Data of the Organization that has changed:**

|  |  |  |
| --- | --- | --- |
|  | **Before the change** | **After the change** |
| Name of the Organization according to the registration document |       |       |
| VAT identification number |       |       |
| registered address  *(street and zip-code, city)* |       |       |
| correspondence address \* *(street and zip-code, city)**\* Specify if other than registered* |       |       |
| other data that has changed |       |       |

1. **Information on changes to the Organization's Management System:**

|  |  |
| --- | --- |
| **Have they changed:** | **YES/NO** |
| - policies and management system? |       |
| - key competencies required for substantive positions? |       |
| - procedures and methods? |       |
| - location of activities in the area of the certification scope? |       |
| - resources of the organization?(to the extent that it is relevant to the provision of services/delivery of products in accordance with the scope of certification) |       |
| *-* inne:       |       |

1. **Attachments to the Application:**
	1. Current registration document
	2. Statement of the new entity on entering into all rights and obligations under the certification agreement with PCBC S.A.

(if applicable)

1. **The application is submitted by:**

|  |  |  |
| --- | --- | --- |
| First and last nameof the applicant |       |      Company seal / Full name of the company |
| Date and signature of the applicant |       |

1. **Application Registration - COMPLETES PCBC S.A.**

|  |  |  |  |  |  |
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| --- | --- | --- | --- | --- |
| PCBC | BCPO |  |  |  |

 No. month year  |

**The Controller of your personal data is POLSKIE CENTRUM BADAŃ I CERTYFIKACJI S.A.**

**(POLISH CENTRE FOR TESTING AND CERTIFICATION), 469 Puławska St., 02-844 Warsaw, hereinafter referred to as PCBC.**

Fulfilling the obligation arising from the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 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 - please be informed that:

**The Controller will process your data for the purposes of:**

* if you are a applicant, your personal data indicated in the initial part of the application addressed to PCBC will be treated as data necessary to prepare an offer to conclude a certification contract or extend the validity of the certificate and their provision is mandatory in order to determine and verify your identity, and thus document the contract concluded in writing (legal basis Article 6.1.b of the GDPR)
* if you are a person representing the applicant indicated in the introductory part of the application, your data will be processed for the purpose of determining and verifying the entitlement to represent the entity (legal basis Article 6.1.f of the GDPR),
* if you are a person designated by the applicant indicated in the initial part of the application for contacts in connection with the submitted application, your data will be processed in order to properly recognize this application and ensure ongoing contact during its consideration (legal basis for processing (legal basis for processing - Article 6.1.f  of the GDPR),
* in order to possibly determine, pursue or defend claims related to the business activity conducted by PCBC (legal basis - Article 6.1.f of the GDPR).

Your personal data may be disclosed to entities authorized by law, e.g. control and supervisory authorities.

Your personal data may also be disclosed to processing entities in connection with the performance of contracts concluded by PCBC S.A., under which they have been entrusted with personal data processing, including e.g.: IT service providers, companies providing legal services, external auditors.

**How long will we process your data?**

Your personal data will be processed for the duration of the examination of the application and for archiving purposes specified in specific regulations such as the Act on the National Archival Resources and Archives.

**What are your rights?**

You have the right to:

* access your personal data and receive a copy of the personal data undergoing processing;
* rectify your incorrect data;
* request the deletion of data (the right to be forgotten) in the event of circumstances provided for in Article 17 of the GDPR;
* request the restriction of data processing in the cases indicated in Article 18 of the GDPR;
* object to the processing of data in the cases indicated in Article 21 of the GDPR;
* transfer your data, in accordance with Article 20 of the GDPR.

If you believe that personal data is processed unlawfully, you may lodge a complaint with the supervisory body (UODO, Stawki 2, 00-193 Warsaw).

**Contact**

If you need additional information related to the protection of personal data or exercise your rights, please contact: Data Protection Officer: iod@pcbc.gov.pl POLSKIE CENTRUM BADAŃ I CERTYFIKACJI S.A. (POLISH CENTRE FOR TESTING AND CERTIFICATION), with its registered office in Warsaw (02-844) at 469 Puławska Street.

*Information obligation as of 26.01.2023*