**Regulations of visiting the historical gardens of the National Museum in Krakow**

General information

1. The Józef Mehoffer’s Garden and Garden & Lapidarium at the Czapski Museum are part of the National Museum in Krakow.
2. The gardens are open to the public on the dates and times published on the Museum’s website.
3. The Museum reserves the right to close the gardens to the public due to:

* The realisation of closed events,
* The need to carry out necessary maintenance and technical work,
* Other reasons beyond the Museum’s control.

1. For the safety of visitors, the Museum reserves the right to close the gardens in the event of bad weather conditions.
2. Entry to the gardens is free of charge.
3. On the ground of the Józef Mehoffer garden, depending on the season and weather conditions, there is a café run by a private company.

Visiting rules

1. Visitors to the gardens may only move on foot - with the exception of wheelchair users and prams.
2. Minors are the responsibility of their parents or guardians.
3. The Museum is not responsible for items left in the gardens.
4. In the event of a sudden deterioration in the weather due to severe weather conditions (e.g. thunderstorms, strong winds, hailstorms), visitors should leave the gardens immediately.
5. The introduction of dogs is permitted. Animals must be kept on a leash and under supervision of the owner, and in addition dogs of breeds deemed to be aggressive, in accordance with the Regulation of the Minister of Internal Affairs and Administration of 28 April 2003 on the list of dog breeds deemed to be aggressive (Journal of Laws 2003, No. 77, item 687) or threatening the environment, must have a muzzle on. Owners are obliged to clean up after their dogs.
6. Amateur photography and filming for personal use is permitted free of charge. Photography and filming must not disturb other visitors or damage the environment.
7. Organising events, photo shoots and photography and filming for commercial purposes requires separate arrangements with the Museum (a letter regarding this matter can be sent to the following e-mail address: [dyrekcja@mnk.pl](mailto:dyrekcja@mnk.pl)).
8. The following activities are banned in the gardens:

* destroying and picking plants and their parts, climbing trees and entering garden beds,
* bringing in bicycles and scooters, these must be left in places designated for this purpose,
* Smoking, except in designated areas,
* Using open fire and barbecues,
* Bringing in weapons, ammunition, dangerous and sharp tools or materials,
* Bringing in and consuming alcohol, except for alcoholic beverages purchased in the cafeteria,
* Bringing in and consuming intoxicants,
* littering and leaving food for animals,
* feed birds,
* use of mechanical flying devices,
* disturb the peace, rest and safety of visitors,
* climbing on sculptures in the Garden and the objects in the Lapidarium in the Czapski Museum,
* staying in the gardens outside their opening hours.

1. Persons wishing to make a complaint or request are asked to send a letter by post to the Museum's address or to the following email address: [dyrekcja@mnk.pl](mailto:dyrekcja@mnk.pl).

Final information

1. Entering the gardens is tantamount to acceptance of these regulations.
2. All persons staying in the gardens are obliged to obey the instructions of the Museum staff and Museum security staff.
3. Persons behaving in a manner that poses a threat to the safety of the surroundings or people, disturbs the peace and order, violates generally accepted standards of behaviour in public places and does not comply with the rules and regulations - may be asked to leave the garden area by the Museum security staff.
4. There is a CCTV system in operation in the Museum gardens and in the surrounding areas. The processing of personal data in the form of image recorded by the CCTV system of the Museum will be carried out on the following basis:
5. The administrator of your personal data is the National Museum in Krakow   
   with its seat at al. 3 Maja 1, in Krakow (postal code:30-062), phone: 12 43 35 620, e-mail address: [dyrekcja@mnk.pl](mailto:dyrekcja@mnk.pl).
6. Contact details for the Data Protection Inspector at the National Museum in Krakow: tel. + 48 602 376 167, e-mail address: [iod@mnk.pl](mailto:iod@mnk.pl).
7. Your personal data in the form of an image recorded by the CCTV system will be processed for the purpose of ensuring the safety of persons staying on the premises of the National Museum in Krakow and securing property on the basis of Article 6 (1) (c) and (f) of the General Regulation on the Protection of Personal Data of 27 April 2016, in accordance with the Act a of 22 August 1997 on the protection of persons and property (Journal of Laws 2017, item 2213) and the Regulation of the Minister of Culture and National Heritage of 2 September 2014 on the protection of museum collections against fire, theft and other dangers threatening their destruction or loss (D. U. 2014, item 1240).
8. The image record is a legally protected element and has a direct impact on the security of the MNK. Therefore, you do not have the right of access to the content of your data and the right to rectification, erasure, restriction of processing, the right to data portability, the right to object, the right to withdraw consent at any time without affecting the legality of the processing carried out on the basis of consent before its withdrawal - within the limits set by law.
9. You have the right to lodge a complaint with the supervisory authority dealing with personal data protection, if you consider that the processing of personal data concerning you violates the provisions of the GDPR.
10. The provision of personal data by you is voluntary. Visiting the National Museum in Krakow means that you agree to provide your personal data within the scope indicated in point 3. The consequence of refusal to provide such data is the lack of the right to stay on the National Museum in Krakow's premises.
11. The data provided by you will not be made available to third parties. Only institutions authorised by law will be recipients of the data.
12. Data provided by you will not be subject to profiling.
13. The controller does not intend to transfer personal data to a third country or international organisation.
14. Your data will be processed in an automated manner - surveillance cameras record the image continuously, after 30 days the record is automatically and permanently deleted by overwriting the next image.