

Visiting Rules
Polish Gentry Museum. Pomeranian Contact Centre with Polish Expatriates
in Waplewo Wielkie,
branch of the National Museum in Gdańsk
during the coronavirus SARS-CoV-2 epidemic

1. Visiting the exhibitions at the Polish Gentry Museum in Waplewo Wielkie, branch of the National Museum in Gdańsk (hereunder: PGM) takes place at the times and dates provided on the National Museum in Gdańsk's website and on the information boards at the entrance to the PGM.
2. The PGM buildings can accommodate at a time no more than 20 people, and no more than 5 in a single room.
3. Visitors are obliged to:
 - a) disinfect their hands before entering the exhibition halls and in the rest rooms,
 - b) cover their mouth and nose,
 - c) maintain a distance of minimum 2 metres from the other visitors and the PGM staff,
 - d) stay for no longer than 15 minutes in each room.
4. The Museum may be visited individually or in groups of no more than 5 people, while maintaining the required distance of 2 metres between visitors.
5. Persons under 13 years old may only visit the PGM accompanied by an adult.
6. Detailed information about visiting the permanent and temporary exhibitions, areas that are temporarily unavailable and ticket prices is posted at the box office and on the National Museum in Gdańsk website.
7. The cloakrooms at the PGM are closed.
8. The Museum shall not be responsible for valuable items, documents and money left on the premises of the PGM.
9. Visitors at the PGM should follow the instructions of the National Museum in Gdańsk's staff and the security staff.
10. At the PGM it is prohibited to:
 - a) touch the exhibits and interior décor, step into roped-off areas, sit on the furniture, run and slide on the floors;
 - b) walk in with or carry in animals (except for guide dogs for people with disabilities);
 - c) smoke or use any open fire;
 - d) be under the influence of alcohol and/or other intoxicating substances;
 - e) carry in and eat/drink food and/or beverages;
 - f) carry in guns and/or sharp objects;
 - g) enter staff rooms outside of the exhibitions;
 - h) take photographs or record videos with a stand, flash or other artificial light;
 - i) talk loudly and/or use mobile phones in a way that would disturb other visitors nearby.
11. People under the influence of alcohol and/or drugs or who act in a way that threatens the safety of the collection and/or people, who disturb other visitors, violate general standards of good behaviour in public spaces and those violating the prohibitions provided in point 10 above, may be asked to leave the PGM; in special cases they may be subject to legal action.
12. Visitors shall be liable for any damages they cause or caused by a person under their care, in accordance with the law.
13. The parents or minders of minors are responsible for their actions.
14. The final entrance to the PGM can take place no later than 30 minutes before its closing.
15. Visitors are obliged to leave the PGM by its closing time. The closing time of the Green Gate is the moment by which the visitors should leave the PGM.
16. Individual and group guided tours are suspended until further notice.
17. Museum lessons, workshops, conferences, lectures, concerts and previews with guests are suspended until further notice.
18. There is a video recording monitoring network surveillance system in the PGM building and the area surrounding the building.
 - a) The administrator, i.e. the entity that decides which personal data will be processed for what purpose and what way, is the National Museum in Gdańsk, with its head office at: 80-822 Gdańsk, ul. Toruńska 1, email: info@mng.gda.pl.
 - b) In all matters related to personal data protection, those who are visually monitored have the right to contact the National Museum in Gdańsk personal data protection

- inspector by sending an email to: iod@mng.gda.pl.
- c) The purpose of the processing of personal data (image) is to maintain the security and protect the property in the monitored area.
 - d) The personal data of those who are visually monitored is processed according to Art. 6(1 e) of the General Data Protection Regulation i.e. the processing is necessary to carry out a task realised in the public interest or in the exercise of public authority, in conjunction with Art. 60a of the Act of 5 June 1998 on Voivodship Self-government.
 - e) Recorded personal data will be stored for no longer than 3 months from the day of the recording, save as otherwise provided.
 - f) The recipients of the above personal data are entities authorised to have this data disclosed to them by law. Personal data may also be provided to entities who provide services to the Administrator.
 - g) Those who are monitored have the right to the protection of their personal data and to demand access to it, its deletion or limiting its processing. Due to the visual monitoring's technical limitations, the Administrator will not be able to fulfil the above rights in all cases. Furthermore, those who are monitored have the right to refuse and the right to file a complaint with the President of the Personal Data Protection Office (address: ul. Stawki 2, 00-193 Warszawa, e-mail: kancelaria@uodo.gov.pl).