

**ORDER NO. 6/2023 OF THE DIRECTOR OF THE MUSEUM OF MODERN ART IN WARSAW
OF 31 JANUARY 2023 ON THE RULES OF VISITING THE MUSEUM OF MODERN ART IN
WARSAW**

Pursuant to § 11 section 4 item 3 of the Statute of the Museum of Modern Art in Warsaw in connection with Article 10 section 3 sentence 1 of the Museum Act of 21 November 1996 (Journal of Laws of 2022, item 385), it is ordered as follows:

§ 1 The Rules for Visiting the Museum of Modern Art in Warsaw in the wording attached to this Order are hereby established.

§ 2 Decree No. 26/2021 of the Director of the Museum of Modern Art in Warsaw of 25 November 2021 regarding the Rules for visiting the Museum of Modern Art in Warsaw is repealed.

§ 3. The Order shall enter into force on the day of its signing.

Signed electronically

Annex to Order No. 6/2023

of the Director Of The Museum Of Modern Art In Warsaw

of 31 January 2023

Rules for visiting the Museum of Modern Art in Warsaw

PART ONE

GENERAL PROVISIONS

§ 1. Exhibition spaces

1. These Rules for visiting the Museum of Modern Art in Warsaw (hereinafter referred to as the "Rules") define the rules for visiting the exhibition spaces of the Museum of Modern Art in Warsaw with its registered office in Warsaw at ul. Pańska 3 (hereinafter referred to as the "Museum").
2. There are three exhibition spaces in the Museum:
 - 1) exhibition space in the pavilion at ul. Wybrzeże Kościuszkowskie 22 in Warsaw (hereinafter referred to as the "Museum on the Vistula River");
 - 2) exhibition space in the building at ul. ul. Pańska 3 in Warsaw (hereinafter referred to as the "Museum on Pańska");
 - 3) exhibition space in the branch of the Museum – the House of Zofia and Oskar Hansen in Szumin, located in Szumin at ul. Mlekicie 4, Łochów Commune, Masovian Voivodeship (hereinafter referred to as the "Hansen House in Szumin").
3. The exhibition spaces are open on the following days and hours:
 - 1) Museum on the Vistula River – on Tuesday, Wednesday, Thursday from 12:00 to 19:00, Friday from 12:00 to 20:00, Saturday from 11:00 to 20:00, Sunday from 11:00 to 18:00;
 - 2) Museum on Pańska Street – on the days and hours specified on the website <https://artmuseum.pl> (hereinafter referred to as the "Museum website");
 - 3) Hansen House in Szumin – on selected Saturdays and Sundays in the summer period from 10.00 to 18.00.
4. Information on the beginning and end of the summer season is available on the Museum's website.
5. During the summer season, the Museum on the Vistula River is open on the days and hours specified on the Museum's website.

6. Information about Saturdays and Sundays with the possibility to visit the Hansen House in Szumin is available on the Museum's website.
7. In justified cases, the Museum may change the opening days and times on an ad hoc basis, providing information about the changes on the Museum's website.

§ 2. Entry to exhibitions

1. The basis for entering an exhibition is a valid admission ticket, unless otherwise stated in the exhibition conditions available on the Museum's website.
2. You cannot bring umbrellas, tripods, large outer covers and other objects that may interfere with sightseeing, in particular bicycles and scooters.
3. Sharp and dangerous objects must not be brought into exhibitions.
4. The Museum is not responsible for items left by visitors.
5. Selected exhibitions do not allow bringing animals, with the exception of guide dogs and assistance dogs. Information about the lack or introduction of the prohibition is available on the Museum's website or at the reception.
6. In the case of selected exposures or events, if their nature so requires, restrictions on participation may be imposed, including a ban on admission of persons below a certain age limit. In this case, the Museum reserves the right to request showing an identity document or other equivalent document in order to verify that the visitor meets the criteria for admission to a given exhibition or event. In the event of refusal to present an identity document or other equivalent document or the visitor's failure to meet the indicated participation criterion, the Museum reserves the right not to admit the visitor to the exhibition or event. Information about the participation restrictions will be presented in the description of the exhibition or event on the Museum's website and in the form of a message in the Museum itself.
7. Various types of visual or similar effects (e.g. flashing lights or patterns) may be used during selected exposures or events, which may have certain health effects in a small group of people, including seizures of epilepsy or loss of consciousness. Warning about the possible health effects of participation in an exhibition or event will be presented in the description of the exhibition or event on the Museum's website and in the form of a message in the Museum itself.
8. In the case referred to in section 7, a visitor who has ever experienced symptoms of epilepsy or loss of consciousness in contact with certain visual or similar effects should seek medical advice before participating in an exhibition or event. In this case, the visitor takes part in the exhibition or event at his/her own risk. If during the participation in the exhibition or event the visitor has symptoms of epilepsy or loss of consciousness, he/she should, if possible, leave the area of the exhibition or event and report this fact to the Museum staff.
9. The number of visitors staying at one time in a given building, exhibition or event may be limited. The same applies to the temporarily separated areas of the Museum.
10. People who behave in a way that threatens the safety of collections or other visitors, particularly due are intoxication or substances similar to alcohol.
11. People causing an epidemic threat or the spread of an infectious disease may not participate in exhibitions.

§ 3. Tickets

1. Tickets are payable, unless otherwise stated in the exhibition conditions available on the Museum's website.

2. On Thursdays, admission to permanent exhibitions is free of charge. Information about permanent exhibitions is available on the Museum's website.
3. Admission to the Museum is entitled to a reduction in the fee or exemption from the fee for the persons listed in Article 10 section 3a and section 3b of the Museum Act of 21 November 1996.
4. On the <https://sklep.artmuseum.pl/index/cennik-biletow.html> website, the Museum informs about the amount of fees for tickets and guided tours, as well as about the persons referred to in section 3, and the types of documents confirming entitlement to the fee relief or exemption from the admission fee.
5. Tickets can be purchased at the ticket office or on <https://sklep.artmuseum.pl>.
6. The rules of online ticket sales are set out in the Rules available at <https://sklep.artmuseum.pl/index/regulamin-sprzedazy-biletow.html>.
7. The Museum reserves the right to set a limit on the number of tickets available for individual exhibitions or events and as part of a single order, if required by the nature of the exhibition or event or a limited number of available tickets.
8. In the event that the visitor benefits from a reduction or exemption from the fee, in accordance with sections 3 and 4, the Museum reserves the right to request the presentation of a document entitling to a reduction or exemption from fees, respectively. refusal to present the document or failure of the visitor to meet the conditions for taking advantage of the relief or exemption from the fee may result in the Museum charging the full price of the ticket or refusal of admission on the basis of the ticket including the relief or exemption.

§ 4. Visiting rules

1. The visitor should not touch exhibits, run or glide on floors, eat, drink, smoke or otherwise impede the sightseeing of other people or pose a threat to the exhibited objects. In particular, it is not allowed to ride on rollers, skateboards and other similar items.
2. At exhibitions, please do not make phone calls and do not use electronic devices that emit sounds
3. At selected exhibitions, it is forbidden to take photos using a tripod and a flash. Information about the lack or introduction of the prohibition is available on the Museum's website or at the reception.
4. In matters of recording content for media purposes, please contact the Communication Department via e-mail prasa@artmuseum.pl.
5. The guardians of organized groups are responsible for the behaviour of the minor members of the group.
6. During the visit, it is necessary to follow the comments and recommendations of the Museum's employees.

PART TWO

SPECIAL PROVISIONS

CHAPTER 1

MUSEUM ON THE VISTULA RIVER

§ 5. Entry to exhibitions

1. Admission to exhibitions and guided tours is free of charge.
2. The last entrance to the exhibition takes place no later than 30 minutes before the closure of the exhibition.
3. Exposure backpacks may only be worn in the hands or in the front of the body.

§ 6. Tickets

1. Tickets can be purchased at the ticket office or on <https://sklep.artmuseum.pl>.
2. The ticket office accepts payments in PLN and using selected payment cards.
3. The ticket must be presented at the entrance to the exhibition. The ticket entitles the visitor to enter an exhibition on the date indicated on it.
4. Entering exhibitions in organized groups is possible only with a guide, at scheduled times, and it requires prior reservation on the Museum's website.
5. The maximum number of people in a guided group is determined individually, taking into account the current Rules and guidelines of the competent authorities.
6. People entitled to the discount in the fee for admission to the Museum on the Vistula River:
 - 1) persons listed in Article 10 section 3a of the Museum Act of 21 November 1996;
 - 2) organized groups of students;
 - 3) groups requiring support in terms of access to the activities conducted by the Museum, as indicated on the Museum's website;
 - 4) members of the Association of Art Historians;
 - 5) members of AICA, ICT, CIMAM;

- 6) members of the Society of Friends of the Museum, the Society for the Encouragement of Fine Arts and the Society of Friends of the Museum of Art in Łódź;
 - 7) employees of state art galleries;
 - 8) journalists;
 - 9) holders of the Large Family Card;
 - 10) holders of the Warsaw Card;
 - 11) organised groups of people with disabilities who use the Museum's educational offer, and their guardians;
 - 12) school groups and other organized groups of minors who use the Museum's educational offer, and their guardians.
7. Exemption from the fee for admission to the Museum on the Vistula River is available to the persons listed in Article 10 section 3b of the Museum Act of 21 November 1996, i.e.:
- 1) natural persons awarded the Order of the White Eagle, the War Order of Virtuti Militari, the Order of Merit of the Republic of Poland, the Medal "Meritorious to Culture Gloria Artis";
 - 2) employees of museums entered in the State Register of Museums;
 - 3) members of the International Council of Museums (ICOM) or the International Council on Monuments and Sites (ICOMOS) ;
 - 4) holders of the Polish Card referred to in the Act of 7 September 2007 on the Polish Card;
 - 5) children up to 7 years;
 - 6) veterans and injured veterans.
8. The Museum's website informs about the possibilities and rules of visiting the Museum on the Vistula outside the opening hours of the Museum.

§ 7. Workshops

1. Participation in Workshops is payable.
2. Tickets can be purchased only on <https://sklep.artmuseum.pl>.
3. The number of visitors is limited.

CHAPTER 2

HANSEN 'S HOUSE IN SZUMIN

§ 8. Entry to exhibitions

1. Admission to exhibitions is payable.
2. The price of the ticket depends on the type of travel; in the case of own transport, the price of the ticket is lower than in the case of travel provided by the Museum.

§ 9. Tickets

1. Tickets can be purchased on <https://sklep.artmuseum.pl>. Tickets cannot be purchased at the ticket office.
2. On the day of the tour, the Museum may provide the opportunity to purchase a ticket before entering the Hansen House in Szumin. The price of the ticket purchased in this way may differ from the ticket purchased on the website <https://sklep.artmuseum.pl>.
3. Tickets are available no later than one week before the visit.
4. The number of visitors is limited.
5. The Museum may introduce a ticket limit per person.

§ 10. Visiting rules

1. The Hansen House in Szumin is open to visitors in small groups up to 16 people, while, for conservation reasons, no more than nine people can be inside the house at the same time. During the period of epidemic emergency or epidemic state, the maximum number of people is determined taking into account the sanitary requirements valid on the day of visiting as indicated on the Museum's website.
2. In the case of transport provided by the Museum, the Museum provides the transport to and from Warsaw, guided tours, accident insurance and hot drinks. The approximate time from departure to return is seven hours.
3. In the event of own transport, the Museum provides the opportunity to visit the Hansen House in Szumin at the reserved time. The reservation time is determined by the Museum employee with the visitor, taking into account the order of applications.
4. Guided tours are held in Polish. Questions about the possibility of guided tours in other languages, as well as in the Polish Sign Language, should be directed to zapis@artmuseum.pl.

PART THREE

FINAL PROVISIONS

§ 11. Video surveillance system

1. In the exhibition spaces and in areas around buildings, there is a monitoring network recording the image.
2. Monitoring is used to ensure the safety of the Museum's employees and other persons on the Museum's premises, to protect property, taking into account the Museum's general guidelines on the security of the Museum's collections, as well as to keep confidential information the disclosure of which could harm the Museum.
3. The monitoring includes industrial cameras recording the image, without recording the sound. Video surveillance works 24/7.
4. The premises and the area covered by the video surveillance are marked visibly and legibly with signs showing a camera pictogram or an appropriate word mark.

§ 12. Personal data protection

1. The controller of personal data within the meaning of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (GDPR), processed in connection with visiting is the Museum of Modern Art in Warsaw, address: ul. Pańska 3, 00-124 Warsaw, entered into the register of cultural institutions kept by the capital city of Warsaw under the number RIK/1/2023, REGON: 140187435, NIP: 525-234-18-32 (hereinafter also referred to as the "Controller" or the "Museum"). In matters related to the protection of personal data, you can contact the Museum:
 - 1) by letter: to the address of the Museum's registered office;
 - 2) e-mail: iod@artmuseum.pl.
2. The Museum has appointed a Data Protection Officer who can be contacted by e-mail at: iod@artmuseum.pl.
3. The Museum, as the controller of personal data, processes personal data of visitors:
 - 1) to sell tickets, including to verify entitlement to a discount or exemption from the fee for tickets in accordance with the conditions specified in the Rules; in the case of tickets sold online, full information on the processing of personal data can be found on the Museum's store website at: <https://sklep.artmuseum.pl/index/regulamin-sprzedazy-biletow.html>;
 - 2) to verify eligibility for admission to an exhibition or event with admission restrictions, including age restrictions;
 - 3) to provide video monitoring using industrial cameras, as referred to in § 11.

4. The legal basis for personal data processing is:

- 1) in the case of ticket sales: Article 6 section 1 letter b) of the GDPR, which means that the processing is necessary for the conclusion and performance of a sales contract to which the data subject is a party;
- 2) in the case of verification of the right for admission to an exhibition or event: Article 6 section 1 letter f) of the GDPR, which means that the processing is necessary for the purposes resulting from the legitimate interests pursued by the Museum as a data controller or a third party, which may include the need to verify the right of admission according to the criteria and restrictions adopted by the Museum;
- 3) in the case of video surveillance: Article 6 section 1 letter f) of the GDPR, which means that the processing is necessary for purposes arising from the legitimate interests pursued by the Museum as a data controller or a third party, which include the need to ensure the safety of the Museum's employees and other persons staying on the Museum's premises, the protection of property, including taking into account the Museum's general guidelines on the security of the Museum's collections, as well as the need to keep confidential information the disclosure of which could harm the Museum.

5. The legal basis for the processing of personal data may also be:

- 1) Article 6 section 1 letter c) of the GDPR, which means that the processing is necessary to fulfil the legal obligation incumbent on the Museum as a data controller, which consists primarily in issuing and archiving accounting documents, granting and verifying discounts and exemptions from the fee for admission to the Museum specified by law;
- 2) Article 6 section 1 letter f) of the GDPR, which means that the processing is necessary for the purposes resulting from the legitimate interests pursued by the Museum as a data controller or a third party, which may include the establishment, investigation or defence of claims, including as part of after-sales service.

6. Providing personal data is voluntary, but necessary to purchase a ticket or enter the Museum, including an exhibition or event. Failure to provide data may result respectively in the refusal to sell the ticket, grant a discount or exempt somebody from the ticket fee or refuse the entry the Museum's premises.

7. In principle, the Museum obtains personal data directly from the data subject.

8. The recipients of personal data may be, in particular, entities providing security services, IT and email hosting service providers, entities which process online orders (entities operating IT systems related to the operation of the e-shop, managing the website, providing payment integrators), courier and postal companies, financial and insurance institutions, entities providing advisory services, in particular legal and tax services.

In cases provided for by law, personal data may also be made available to competent state institutions as part of ongoing proceedings.

9. Personal data will be stored for the duration of the sales contract, as well as later, i.e. until the expiry of the limitation period for any claims arising from the contract and in connection with the implementation of the archiving obligation regarding documents stored for tax purposes, depending on which period will be longer.
10. In the case of video surveillance, video recordings will be stored by the Museum for a period of up to 3 months from the date of recording. In the event that personal data is an evidence in proceedings conducted on the basis of the law or the Museum has received the information that they may constitute evidence in such proceedings, the term of storing video recordings from monitoring are extended until the end of the proceedings. After the expiry of the retention periods set out in this section, obtained as a result of video monitoring, video recordings containing personal data are destroyed.
11. Each data subject shall have the right to obtain from the controller rectification of personal data , erasure of personal data and restriction of processing of personal data concerning him or her.
12. In the case referred to in section 4 item 1, the data subject also has the right to transfer data if the processing is carried out in an automated manner.
13. In the cases referred to in section 4 items 2 and 3, the data subject also has the right to object to the processing of personal data in connection with his or her particular situation.
14. Each data subject also has the right to lodge a complaint with the supervisory authority, which in Poland is the President of the Office for Personal Data Protection (ul. Stawki 2, 00-193 Warsaw);
15. In relation to the transferred personal data, decisions will not be made in an automated manner, including profiling.

§ 13. Final provisions

1. The provisions of the Rules concerning exhibitions and temporary exhibitions apply mutatis mutandis to events, in particular workshops, guided tours, museum lessons and programs accompanying exhibitions. Detailed rules for participation in events and ticket prices are given on the Museum's website or on <https://sklep.artmuseum.pl>.
2. Admission to an exhibition or event is tantamount to acceptance of the provisions of the Rules.
3. The conditions of commercial use of the exhibition space are set out in an agreement concluded with the Museum.
4. In the event of an evacuation announcement, visitors are obliged to immediately leave the building by the nearest emergency exit.
5. The Museum reserves the right not to accept or request persons who do not comply with the provisions of the Rules.
6. Complaints and requests can be submitted by letter, in person or to the e-mail address: info@artmuseum.pl.

7. During the period of epidemic emergency or the state of epidemic of the Museum, detailed information on the rules of visiting the Museum, applicable restrictions and current sanitary guidelines are placed on the Museum's website. In the event of a tightening of the epidemic, the Museum may temporarily change the visiting rules, as well as exclude certain exhibition spaces from visiting, providing information about changes on the Museum's website.
8. The Rules are available on the Museum's website: <https://artmuseum.pl>.

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