

**REGULATIONS FOR DEALING WITH ITEMS FOUND ON THE PREMISES  
OF MEMORIAL AND MUSEUM AUSCHWITZ-BIRKENAU IN OŚWIĘCIM (29.05.2021)**

1. These regulations apply to items found on the premises of Memorial and Museum Auschwitz-Birkenau in Oświęcim (hereinafter: the Museum) or left by visitors to the Museum in the luggage storage room.
2. Items found on the premises of the Museum or left in the luggage storage room will be stored in the Administration Department office (contact from Monday to Friday from 7.00 to 15.00: **phone number 33 8448107, e-mail: [administracja@auschwitz.org](mailto:administracja@auschwitz.org)**).
3. Items found on the premises of the Museum outside the working days and hours of the Office of the Administration Department will be stored by the Museum Guard until the next working day (contact: **tel. 33 8448086**). If the owner does not come to pick them up within this time, they will be transferred to the Office of the Administration Department.
4. Official documents, i.e. ID card, passport, etc. will be immediately transferred to the Poviát Police Headquarters in Oświęcim at ul. St. Wyspiańskiego 2, 32-600 Oświęcim.
5. All items found on the premises of the Museum, except for items referred to in item 4, will be stored in the Administration Department for a period of at least 3 days.
6. If the person authorized to collect them does not come to the Administration Department within 3 days from the date of receipt of the items, and the value of these items exceeds PLN 100, they will be transferred to the Poviát Starosty in Oświęcim, ul. St. Wyspiańskiego 10, 32-602 Oświęcim, phone no. 33 844 96 63, e-mail: [starostwo@powiat.oswiecim.pl](mailto:starostwo@powiat.oswiecim.pl), which will be confirmed by a receipt protocol prepared by them.
7. If the person authorized to collect them does not come to the Administration Department within 3 days from the date of receipt of the items, and the value of these items does not exceed PLN 100 or is difficult to estimate, they will still be stored in the Administration Department, subject to item 8 and 9.
8. If the owner of the items left behind, referred to in item 7, is known, the Museum will notify the owner about the possibility of their collection. In the event that the owner of the items or the person entitled to them does not come to collect them within one year from the date of receiving the notification, the items will be liquidated under supervision, which will be confirmed by an appropriate protocol.
9. If the owner of the items referred to in item 7, is unknown or his/her whereabouts are unknown or there is no other possible contact with this person, these items will be stored for a period of two years from the date they are found on the premises of the Museum. If the owner of the found items fails to collect them within 2 years, they will be liquidated under supervision, which will be confirmed by an appropriate protocol.
10. Items left on the premises of the Museum, referred to in item 7, may be collected by the owner in person or by a person designated by the owner and authorized to collect them, after prior arrangement with the Administration Department of the date of collection. It is also possible to send items left on the premises of the Museum to the address indicated by the owner of the items. Items will be shipped upon payment of the fee resulting from the shipping costs established by the Museum. The shipping cost will be determined individually depending on the size of the items, weight, value and place of shipment.
11. Before the release or shipment of items in the situation referred to in item 10, the Administration Department will determine the identity of the recipient of the item on the basis of the document presented by him/her, to which the person whose identification relates to gives consent. The recipient is obliged to prove that the items belong to him/her by, for example: determining what item, where and when it was lost, providing its characteristic features or special signs, or presenting evidence confirming the right to have the lost item, e.g. proof of purchase, own markings, etc.

12. Handing the items over to their owner or a person designated by the owner or sending them back to the address indicated will be confirmed by a protocol.
13. In matters not covered by these Regulations, the provisions of the Found Property Act of February 20, 2015 and the provisions of the Act of April 23, 1964 Civil Code shall apply.
14. A link to the GDPR clause can be found on the Museum's website: <http://www.auschwitz.org/rodo/>.