

Wydawnictwo C.H.Beck Sp. z o.o.

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questionnaire filling date

PUBLICATION QUESTIONNAIRE

1. Basic information
2. **Book title/book subtitle:**

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1. **Name of the Author/Editor:**

……………………………………………………………………………………………………………………………………………………………………………………………………

1. **Telephone, WWW, e-mail:**

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1. **The Author’s/Editor’s business address, telephone, e-mail:**

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1. **Academic degree and professional title, current position / law firm of the Author/Editor:**

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1. **Universities, institutions, organizations with which the Author/Editor collaborates:**

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1. About the publication
2. **Fields of law discussed in the book (e.g. administrative business law, capital market law):**

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1. **Technical data and legal status of the publication:**
	* + 1. Estimated length – total number of characters with spaces and footnotes:

……………………………………………………………………………………………

*of which:* figures, graphs, diagrams: ……………………………………………

 tables: ………………………………………………………………….………..

 photos: …………………………………………………………….…………….

text in a foreign language (which, number of characters with spaces and footnotes): ……...
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* + - 1. Estimated date of submission: ………………………………………………….

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* + - 1. Legal status of the book: ……………………………………………………………………….

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* + - 1. How long will the book remain topical without amendments?

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1. **Origin of the project:**
2. Doctoral thesis (please provide names of supervisor and reviewers)

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1. Habilitation thesis (please provide names of supervisor and reviewers)

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1. Professorial thesis (please provide names of supervisor and reviewers)

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1. Other

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1. **Structure of the publication:**
2. Proposed table of contents (please paste the table of contents in the Word format here or include as an attachment to this questionnaire)

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1. Proposed division of the publication according to the structure of the legal act:

Since the publication may be possibly used in the electronic format, please assign the specific fragments of the publication to the specific editorial units of the legal act as suggested below:

*Chapter I, section 2 – Art. 2 of the Civil Code*

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1. **Please provide from 5 to 10 key words for the publication**

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1. **Please prepare a brief marketing description for the publication, of the maximum length of 10 sentences**

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1. **Please provide information whether the publication is an outcome of a research project and what are therefore the requirements of the supporting institution?**

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1. About the Author/Editor
2. **Please provide the field(s) of law and legal issues the Author/Editor is interested in:**

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1. **Please provide a list of major publications of the Author:**

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1. About promotion and sales,

audience and competition

1. **Description of the audience (market) of the publication:**
2. What is the character of the book?
3. monograph or a systemic study,
4. textbook,
5. commentary to a legislative act,
6. book for law practitioners,
7. manual for translators,
8. foreign language publication
9. post-conference publication,
10. other:
11. Primary market for the publication?
12. advocates,
13. legal counsellors,
14. judges,
15. prosecutors,
16. notaries,
17. court bailiffs,
18. tax advisors,
19. economists,
20. accountants,
21. students (names of universities, faculty(-ies), year of study, will the book be used as a basic textbook/supplementary reading),
22. legal trainees (name of the chamber in which the Author/Editor is a lecturer, subject, year of training),
23. civil servants (central and local government administration, central institutions),
24. academic staff (specializations/fields, names of universities) ……………………………
25. other (please provide): ……………………………………………………
26. Types of lectures; universities and departments or other units at which lectures are delivered and a rough number of students/trainees:

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1. Please substantiate why is the book addressed to the indicated target group:

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1. Please provide a brief answer: What practical problems may the publication help solve?

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1. **Please indicate competitive publications (author(s), title(s), year of publication, publisher(s) of competitive publications) and identify what distinguishes the proposed publication from the competitive ones:**

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1. **Promotion, sales:**
2. Please provide information about the possible sponsors:

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1. Please indicate: newsletters, groups or fan pages on social networking sites, periodical publications, including websites where a review or information about the publication could be placed

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1. Please indicate conferences or other events during which the book could be promoted

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1. Please indicate organizations that could be possibly interested in buying the publication

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1. Please indicate other forms of promotion

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1. Final information
2. **Please send publication questionnaires by e-mail to:** **redakcja@beck.pl** **or by post to the address of the Publisher with an annotation “Sekretariat Redakcji” (Editorial Secretariat).**
3. **Sending the questionnaire in a manner described above the Author/Editor declares:**

 *“I hereby give my consent:*

* *for my personal data to be processed by Wydawnictwo C.H.Beck sp. z o.o., with its registered office in Warsaw (00-203) at ul. Bonifraterska 17 in accordance with the Personal Data Processing Rules of C.H. Beck Publishers. Pursuant to 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, and repealing Directive 95/46/EC as well as the Personal Data Protection Act of 10 May 2018 (Journal of Laws 2018, item 1000) safeguarding the application of that Regulation – I am entitled to access and rectify my data as well as request to stop processing my personal data.*
* *to receive marketing information sent by Wydawnictwo C.H.Beck sp. z o.o., with its registered office in Warsaw (00-203) at ul. Bonifraterska 17 to the above given email address in accordance with the Electronic Services Act of 18 July 2002 (consolidated text, Journal of Laws of 2017, item 1219 as amended)”.*
1. **Rules for personal data processing in Wydawnictwo C.H.Beck:**

1. **Data controller**

The personal data controller is Wydawnictwo C.H.Beck sp. z o.o. with its registered office in Warsaw (00-203) at ul. Bonifraterska 17 (hereinafter “C.H. Beck”). The controller may be contacted at the e-mail address daneosobowe@beck.pl or at the address of its registered office.

2. **Purpose and time of processing**

Personal data will be processed for the following purpose and time:

1. Conclusion and performance of a contract under Art. 6.1.b of the GDPR for the duration of the contract (if we have acquired any rights under the contract, data will be processed for at least the duration of those rights) and until expiration of time limits for claims;
2. Pursuing of claims connected with the concluded contract under Art. 6.1.f of the GDPR, where the legitimate purpose is enforcement, until the final conclusion of proceedings, including the enforcement proceedings;
3. Archiving of accounting documents under Art. 6.1.c of the GDPR until expiration of the time limit for a tax obligation.
4. Carrying out marketing of own products and services without using electronic communication media under Art. 6.1.f of the GDPR, where the legitimate purpose is to carry out business promoting activities, until an objection has been filed.
5. If you have expressed consent, it also includes consent for marketing own products and services with the use of electronic communication media, under Art. 6.1.f of the GDPR and provisions of other acts requiring consent for such activities, until the consent for such activities has been withdrawn or an objection has been filed, whichever has occurred earlier.
6. For statistical purposes under Art. 6.1.f of the GDPR, where the legitimate purpose is to have the statistics of the our activities which would allow us to improve our activities, until we have got an additional other legal basis for processing – if the basis is lost data shall be anonymized.

3. **Data recipients**

The controller may transfer data to recipients, i.e. in particular:

1. operators of postal and courier services;
2. banks, in case of a need to carry out accounting;
3. state authorities or other entities authorized by law;
4. entities supporting our activities on commission, in particular suppliers of external support systems.

4. **Entitlements with respect to processed data and free giving of data**

1. Each data subject shall have the right to access to and rectify their data, to remove, restrict the processing, the right to transfer data, the right to file an objection, the right to withdraw consent at any time which shall not affect the lawfulness of processing based on consent before its withdrawal (if data are processed basing on consent), file a complaint with the supervisory authority, i.e. President of the Personal Data Protection Office.
2. Data shall be given obligatorily in order to conclude contracts. In other cases data submission is voluntary.

5. **Automated procession of personal data**

1. Personal data shall not be processed automatically (including in the form of profiling) in such a way so that as a result of such automated processing any decisions could be made, other legal consequences could arise or it could significantly affect our clients.
2. Carrying out our activities through websites we use cookies in such a way that we monitor and analyse traffic on our websites and also undertake re-marketing activities.

Signature of the Author/Editor …………………..............................................................

Thank you for filling our publication questionnaire.