

INFORMATION FOR COLLABORATORS OF THE POLISH CENTRE OF MEDITERRANEAN ARCHAEOLOGY UNIVERSITY OF WARSAW

In keeping with art. 13 of the 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 – general data protection regulation (Official Journal of the European Union L 119/1 of 4 May 2016), the Polish Centre of Mediterranean Archaeology University of Warsaw informs:

- 1) Your personal data is administered by the University of Warsaw (*Controller*) represented by the Rector of the University, with seat at Krakowskie Przedmieście 26/28 St., 00-927 Warszawa. You may contact the Controller through the agenda of PCMA UW, landline (+48) 22 55 313 28 or e-mail pcma@uw.edu.pl.
- 2) The Controller has appointed a data protection officer to supervise the correctness of personal data processing; the officer is to be reached at: iod@adm.uw.edu.pl.
- 3) Your personal data will be processed for the purpose of:
 - a) protection of your vital interests, that is, assistance in case of loss of documents, assistance in acts of fate and rescue operations while you are collaborating on projects organized and supervised by PCMA UW, retaining permits for your research projects in collaboration with PCMA UW, support in the required passport/visa formalities,
 - b) statutory actions by the PCMA UW, that is, official correspondence, implementation of PCMA UW research projects of which you are part,
 - c) usage in the context of PCMA UW publishing and popularizing activities, that is, scholarly publications, Biographical dictionary, webpage, social media, media releases (exclusively: full name, research affiliation, e-mail address, professional curriculum vitae).
- 4) The basis for processing your personal data is the protection of the vital interests of the person whose data is concerned (OJ EU L 119/1, Article 6, point (d) of paragraph 4) and consent to personal data processing (OJ EU L 119/1 Article 6, point (a) of paragraph 1).
- 5) Your personal data will be provided to other recipients:
 - a) entities responsible for issuing permits for your research carried out for PCMA UW
 - b) Embassy of Poland of the country in which your research for PCMA UW is located
 - c) public organs processing personal data for lawful purposes
 - d) individuals who are not PCMA UW employees but who hold official function as directors of expeditions of which you are part.
- 6) Provision of personal data is voluntary, however, non provision of minimum data in the form of full name, e-mail address and current affiliation will render collaboration with PCMA UW impossible.
- 7) You have the right to:
 - a) access your personal data, revise or delete the data, limit their processing,
 - b) object to the processing of your personal data;
 - c) lodge a complaint with the supervisory body;
 - d) withdraw consent for processing your personal data.
- 8) Your personal data will be stored until any time that you withdraw consent for their processing.

The following form is to be filled out in order to enable the Polish Centre of Mediterranean Archaeology University of Warsaw to act within the framework of its statutory duties. Please fill it out and return signed to the Polish Centre office in Warsaw or send a scanned version to pcma@uw.edu.pl

Reasons for the collection of specific personal data and their use are explained in particular sections of the form. The collected personal data will be stored simultaneously as a set of paper forms and an electronic database. Both the paper forms and electronic version are protected with due care from unauthorized access.

Our effectiveness in contacting you in matters of vital importance will be augmented by the extent of the personal data you provide, also when necessary to contact you away from your home address (e.g. while traveling not in connection with your collaboration with PCMA UW).

Items marked (*) are required. PCMA UW cannot proceed with collaboration without these data.

Items you choose not to fill out should be crossed out.

Basic contact data:

* **First name:**

Second name:

* **Last name:**

Please indicate with a 'x' in the table below:

- form of contact (e.g., e-mail, phone, mobile, Skype etc.),
- contact, respectively e-mail, landline, mobile phone, Skype login etc.,
- comments, e.g., "house", "work", "my mother" etc.

Form of contact	Contact	Comments
* e-mail (provide at least one e-mail address)		
mobile phone		
Skype		

Home address:

For use in official papers (e.g., support in passport/visa formalities)

Street:

City:

postal code:

Country:

Address of residence (correspondence):

For work correspondence

☐ as above**Street:****City:****postal code:****Country:****Affiliation and education:**

For use in Polish Centre materials: biographical dictionary, media releases, etc..

*** Institution:***** title/****job position:****Detailed personal data:**

The data in this section are necessary in a whole gamut of official matters that need to be resolved in relation to members of foreign expeditions, especially passport/visa formalities, assistance in case of loss of documents, rescue operations, etc.

IDENTITY No:**Parents' names:****Date and place of birth :****Father:****Date:****Mother:****City:****Country:****PASSPORT:****Series
& number:****Date
of issue:****Issuing
organ:****Validity
date:****Citizenship:**

Person to contact in case of emergency (ICE):

We encourage members of PCMA UW field expeditions to provide details of their next of kin to be informed in case of unexpected situations (missing, arrest, accident, etc.). The persons indicated may be asked to help in search and rescue operations, and potential legal actions aimed at resolving dangerous or difficult situations.

First and second name:

Last name:

Address:

Street:

City:

postal code:

Country:

Information provided in this section will help the PCMA UW to be effective in contacting as soon as possible your next of kin in emergencies. We encourage providing contacts to persons other than those listed above.

Person	Contact	Comments

Clause of consent

1. I hereby give consent for my personal data to be processed by the Controller for the purpose of:
(tick box)

- ☐ official correspondence
- ☐ assistance in emergencies and rescue operations while collaborating in the field with PCMA UW
- ☐ assistance in case of loss of documents
- ☐ assistance in passport/visa formalities
- ☐ obtaining permits for my research projects through the PCMA UW
- ☐ implementing PCMA UW research projects in which I am participating
- ☐ PCMA UW publications, that is, scholarly works, biographical dictionary, etc.

2. I hereby give my consent to make public my first and last name, e-mail address, professional biography and current affiliation in the context of PCMA UW projects.

☐

3. I hereby give consent to make my image public in the context of PCMA UW projects.

☐

4. I have provided personal data voluntarily and confirm their authenticity.

☐

5. I hereby consent to include in this set of data the following:

(tick appropriate box to indicate your consent; the actual data may be provided at a later date):

- ☐ scan of passport photograph
- ☐ scan of main passport page
- ☐ copy of travel insurance for the duration of the PCMA UW field project
- ☐ CV in electronic form (word text or other)

6. I am aware of the content of the information clause, including information on the purpose and manner of processing personal data and my right to access and recise my personal data.

☐

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date and
signature