

Information relating to personal data processing

1. Personal Data Controller

Pursuant to Article 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, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter referred to as "GDPR"), the Controller of your personal data is the University of Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw.

You may contact the Controller in one of the manners provided at: <https://www.uw.edu.pl/kontakt/>.

2. Data Protection Officer (DPO)

The Controller has appointed a Data Protection Officer (DPO who may be contacted about matters concerning your personal data via e-mail at: iod@adm.uw.edu.pl. You may contact the DPO in all the matters regarding the processing of your personal data by the University of Warsaw and executing your rights related to personal data processing.

However, the DPO's duties shall not include other matters, such as current matters related to the concluded contract, receipt of documents related to the performance of the contract, etc.

3. Objectives, legal basis and processing period

Your personal data will be processed for the purposes of:

- performance of a concluded contract – for the term of the contract (legal basis: Article 6(1)(b) of the GDPR);
- establishment, enforcement or defense of potential contractual claims – for a period of three years from the expiry of the contract (legal basis: Article 6(1)(f) of the GDPR);
- the performance of accounting and tax obligations – for the period of five years from the end of the calendar year (legal basis: Article 6(1)(c) of the GDPR);

For the purpose of performance of the contract for performance of a specific task concluded with you, your personal data shall be processed within the scope necessary to perform the concluded contract. All other personal data shall be processed if necessary for the purposes of exercising rights and duties resulting from a legal provision, and/or other applicable regulations.

Special categories of your personal data (so-called sensitive data) mentioned under Article 9 of the GDPR will be processed only for the purposes of complying with the obligation resulting from legal regulations or on the basis of your consent.

All your other data shall be processed in specific cases after you have given your separate consent to its processing (Article 6(1)(a) of the GDPR), which you have the right to withdraw at any time. Please also be reminded that withdrawal of your consent shall not affect the lawfulness of processing based on your consent before its withdrawal (Article 7(3) of the GDPR).

4. Data recipients

Your personal data may also be shared with parties authorized pursuant to the provisions of law. Access to your personal data shall also be granted to authorized employees of the Controller who must process your personal data as part of their professional tasks and duties.

Other entities that the Controller commissioned to perform certain activities, e.g. providers of services of personal and property protection, postal and courier services, transport services etc., entailing the necessity to process personal data may be data recipients.

You professional data may also be provided to parties to the contracts concluded by the Controller, if it is necessary for the performance of these contracts and results from the contracts concluded.

5. Data transfers outside of the European Economic Area (EEA)

Your personal data may also be processed by Google, our G-Suite for education service provider at their data processing centers.¹

6. Rights of data subjects

According to the principles specified by the GDPR, you have the right to:

- access your data and receive its copy,
- rectify (correct) your personal data;
- restrict personal data processing;
- erase personal data (subject to Article 17(3) of the GDPR);

You also have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the personal data processing violates the law.

7. Information on the data provision requirement

Provision of your personal data within the scope resulting from the legal and other regulations in order to allow the performance of tasks under the contract concluded is necessary to conclude a contract with you. Providing other personal data is voluntary.

¹ <https://www.google.com/about/datacenters/locations/index.html>