

.....
(stamp of the UW organisational unit)

**AGREEMENT
FOR THE PROVISION OF VOLUNTARY SERVICES BY INDIVIDUALS AT THE
UNIVERSITY**

No.....
(successive contract No./ UW organisational unit code/year)

concluded in Warsaw on by and between:

University of Warsaw, with its headquarters in Warsaw, 26/28 Krakowskie Przedmieście, postal code: 00-927, Tax Identification Number (NIP): 525-001-12-66, National Business Registry Number (REGON): 000001258 represented by

.....
(name, surname, position)

acting under a power of attorney granted by Rector of the University of Warsaw number hereinafter referred to as the “**Beneficiary**”,

and

.....
(name and surname)

Personal Identification Number (PESEL)/passport number¹:, residence address:.....

.....
hereinafter referred to as the “**Volunteer**”,

hereinafter referred to jointly as “**Parties**”.

Whereas

The Beneficiary hereby declares that under Section 42.1 of the Act of 24 April 2003 on Public Benefit and Volunteer Work (Journal of Laws of 2025, item 1338 as amended), hereinafter referred to as the “**Act**”, they are an entity which may benefit from services provided by volunteers.

The Volunteer declares that they have the qualifications and meet the requirements necessary to provide the requested services.

Considering the concept of volunteering, which comprises the voluntary provision of services without compensation, and considering the charitable and complementary character of the services provided by volunteers, the Parties agree as follows:

§1

1. The Beneficiary entrusts the Volunteer with the provision of and the Volunteer undertakes to voluntarily provide to the Beneficiary the following services:

.....

¹ Delete if the Personal Identification Number/passport is not necessary for the performance of the Agreement.

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2. Services referred to in section 1 shall be provided independently by the Volunteer.

§2

1. The Parties agree that services specified in § 1 section 1 of this Agreement will be provided from to
2. The place of the provision of services shall be
3. The Volunteer will provide services under the supervision of
(name, surname, position, unit of the University of Warsaw)

§3

1. Under this Agreement, the Volunteer shall:
 - 1) provide services free of charge;
 - 2) provide services in their personal capacity.
2. The Volunteer may, at any time, request from the Beneficiary the issuance of a written certificate confirming the provision of service by the Volunteer. This certificate shall include relevant information on the scope of service provided.
3. On request by the Volunteer, the Beneficiary may provide a written reference regarding the performance of services by the Volunteer.

§4

1. The Beneficiary is obliged to inform the Volunteer of the health and safety risks related to the services provided and about the rules of protection against such risks.
2. The Beneficiary undertakes to provide the Volunteer, on the terms applicable to employees, specified in separate regulations, with safe and hygienic conditions for the performance of their services, including - depending on the type of services and risks related to their performance - appropriate personal protective equipment.

§5

The Beneficiary shall provide/shall not provide insurance against the consequences of accidents [pl.NNW]² for the Volunteer (delete as appropriate).

§6

1. The Beneficiary undertakes to cover³ (delete as appropriate):
 - 1) necessary costs incurred by the Volunteer, relating to the provision of services to the Beneficiary in the following way:
.....
.....
 - 2) travel costs (departure dates: from to) related directly to the realisation of the Agreement and approved by the Beneficiary, including (delete as appropriate):
 - a) return ticket: (indicate the means of transport);

² The University of Warsaw provides insurance against the consequences of accidents [pl.NNW] exclusively in cases where the volunteer placement does not exceed 30 days and/or where the Volunteer is delegated to perform services in the territory of another country in which an armed conflict is taking place or in which a natural disaster or other catastrophe has occurred.

³ If applicable.

- b) residence allowances;
- c) accommodation costs documented by an invoice/bill;
- d) flat-rate accommodation costs;
- e) visa costs
- in the amount not exceeding the rates resulting from the provisions governing the principles of accounting, the amount and conditions for determining the amount due to an employee employed in a State or local government budgetary unit for a business trip. The above costs may be covered by the Beneficiary only after completing all forms applicable to the Beneficiary and submitting documents confirming the incurred expenses.
- f) other: (specify which ones);
- 3) costs of training the Volunteer in the scope of the services provided by them as specified in the Agreement.
- 2. If the cooperation with the Volunteer will involve a financial obligation on the part of the Beneficiary, the maximum amount of costs incurred by the Beneficiary shall not exceed zł (PLN).

§7

1. The Volunteer undertakes to maintain confidentiality of information obtained in relation to the provision of services to the Beneficiary, which is considered confidential information of the Beneficiary.
2. The Volunteer undertakes to maintain confidentiality of all personal data to which they have access in relation to the performance of tasks based on this Agreement, as well as maintain confidentiality following discharge of this Agreement.

§8

1. The Parties declare that they are aware of the legal provisions concerning the protection of personal data, including in particular the provisions 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, and repealing Directive 95/46/EC (General Data Protection Regulation) (Official Journal of the EU L 119 of 04.05.2016, p. 1, as amended), hereinafter referred to as the “GDPR”, and the Act of 10 May 2018 on the protection of personal data.
2. The University of Warsaw, as a Controller within the meaning of Article 4(7) of the GDPR, shares with the Provider the personal data (business data) of the representatives of the University of Warsaw, and persons participating in the performance of the Agreement on the basis of concluded employment contracts or civil law contracts, the processing of which is necessary for the purposes of the legitimate interests of the Controller, i.e. the conclusion and performance of the Agreement in question, pursuant to Article 6(1)(b) or (f) of the GDPR.
3. The University of Warsaw hereby declares that it provided the persons referred to in section 2 with the information set out in Articles 13 and 14 respectively of the GDPR.
4. Furthermore, the University of Warsaw informs that the electronic version of the information concerning the processing of personal data by the University of Warsaw, and provided to the Volunteer, is additionally available on the following webpage: <https://odo.uw.edu.pl/obowiazek-informacyjny/>.

§9

1. Either Party may terminate the Agreement with a days notice.

2. Either Party may terminate the Agreement without notice, for important reasons.
3. The Parties recognise that a breach of any of the provisions of this Agreement constitute important reasons.

§10

The Parties are liable for any damage caused on terms set out in the Civil Code.

§11

1. Any amendments to this Agreement, its dissolution or termination must be provided in writing or will otherwise be ineffective.
2. In matters not covered by the provisions of the Act or the Agreement, the relevant provisions of Polish law shall apply, including the Act and the Act of 23 April 1964 - Civil Code.

§12

Any disputes arising from this Agreement shall be settled by a competent court with jurisdiction over the seat of the Beneficiary.

§13

The Agreement has been drawn up in counterparts, one for the Volunteer and for the Beneficiary.

.....
Beneficiary

.....
Volunteer