**Information regarding processing of personal data**

**Data controller**

The controller (an entity which determines how your personal data is processed) is the University of Warsaw, with its headquarters at Krakowskie Przedmieście 26/28, 00-927 Warsaw.

You can contact the Data controller by choosing one of the contacts indicated on the following website: https://www.uw.edu.pl/kontakt/

**Data Protection Officer**

The controller has appointed a Data Protection Officer (DPO) who can be contacted via the following e-mail address: iod@adm.uw.edu.pl.The DPO can be contacted in all matters regarding the processing of your personal data by the University of Warsaw and the use of your rights related with the processing of personal data.

The Inspector’s duties, however, do not include such tasks as e.g. handling of recruitment procedures, handling of administrative procedures for teachers and doctoral students, accepting applications related to the administrative procedures for teachers and doctoral students, etc.

**Purposes and legal grounds for processing**

Personal data of doctoral students are processed for purposes related to the implementation of tasks specified in the Act of 20 July 2018 The Law on Higher Education and Science (consolidated text: Journal of Laws of 2020, item 85 as amended), executive acts issued on its basis and the Statute of the University of Warsaw (UW Monitor from 2019, item 190), Rules of the doctoral schools at the University of Warsaw (Monitor UW from 2019, item 191) and other internal acts of the University of Warsaw (the objectives are, inter alia, the implementation of the education process, documentation of the course of studies, social support, participation in doctoral organizations, conducting monitoring of graduates' professional careers, archiving and statistical purposes), as well as for purposes arising from tax and accounting regulations (e.g. to issue a document / information on income from other sources) . The basis for the processing of personal data for the above-mentioned purposes is Art. 6 s. 1 (c) of the GDPR[[1]](#footnote-1) - processing is necessary to fulfill the legal obligation incumbent on the administrator.

The University processes your personal data in order to inform about scientific events - competitions, conferences as well as to provide doctoral students with access to the university e-mail and the dedicated IT infrastructure - processing is necessary to perform a task carried out in the public interest - Art. 6 s. 1 (e) of the GDPR.

All other data the processing of which does not result directly from law provisions are processed on the basis of consent to processing such data (Art.6 s. 1 (a) of the GDPR), and in the case of sensitive data on the basis of Art. 9 s. 2 (a) of the GDPR. You will be asked for consent to process data for a separate purpose when the law does not give us grounds for their processing. Consent may be revoked at any time. Consent may be withdrawn via the USOSweb system or by submitting an application to the University's organizational unit responsible for a given substantive area.

**Data storage period**

Your personal data will be processed for the period necessary to achieve the purposes indicated above. Personal data used to implement the education process will be processed for the duration of the education process, then they will be archived and stored for 50 years, other data will be processed in accordance with the periods indicated in the Office Instruction (Monitor UW from 2012 No. 10B, item 349) as well as the provisions of the Act on national archive resources and archives (consolidated text: Journal of Laws of 2020, item 164) or periods specified in tax and accounting regulations.

Data processed on the basis of consent will be processed for the period necessary to achieve the intended purpose or until the consent for processing is withdrawn.

**Data recipients**

Access to your personal data will be granted to authorized employees and associates of the controller who must have access to the data to perform their duties.

The recipients of the data may also include the entities who will be commissioned by the controller to perform specific activities involving personal data processing.

Access to your personal data may be granted also to entities authorized under the law as well as other universities in connection with participation in doctoral exchange programs.

**Transfer of data outside the European Economic Area (EEA)**

In the case of student email correspondence, your data may be processed by our email provider Google in its data processing centers [[link]](https://www.google.com/about/datacenters/inside/locations/index.html). Your data will be protected under the standards of the Privacy Shield approved by the European Commission. This shall guarantee an adequate level of data security.

Personal data may be transferred to partner universities whose registered office is outside the EEA if you choose to pursue there your education as part of doctoral exchange programs.

**Rights related to data processing**

We guarantee you to exercise all of your rights on the terms set out by the GDPR:

* the right to access your data (Article 15 of the GDPR),
* the right to rectify your data (Article 16 of the GDPR),
* the right to delete your data (Article 17 of the GDPR), subject to Article 17 s. 3 of the GDPR,
* the right to restriction of processing of your data (Article 18),
* the right to object (Article 21 of the GDPR), if the data are processed on the basis of Article 6 s. 1 (e) of the GDPR,
* the right to lodge a complaint to the President of the Personal Data Protection Office, if you believe that the processing of your data violates the provisions governing the protection of personal data.

**Obligation to provide data and the consequence of not providing data**

Providing data which we are required to process by law is obligatory. Failure to provide data will prevent the achievement of the objectives for which the data was collected. Providing personal data collected on the basis of consent is voluntary, failure to provide the data will prevent their further processing.

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 Date and signature

1. Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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 05/04/2016, p. 1, as amended) [↑](#footnote-ref-1)