



Fundusze Europejskie
dla Rozwoju Społecznego



Rzeczpospolita
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Unię Europejską



Appendix No. 3 to the Regulations of Recruitment and Participation in the Project
entitled "PROM Programme – Short-Term Academic Exchange"

**INFORMATION ON THE PROCESSING OF PERSONAL DATA
AT THE UNIVERSITY OF THE NATIONAL EDUCATION COMMISSION
IN KRAKOW**

Pursuant to Article 13 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) (Journal of Laws of the European Union L.2016.119.1 of 04.05.2016 – hereinafter: the "Regulation" or "GDPR"), We would like to inform you that:

1. The administrator of your Personal Data is the University of the Commission of National Education in Krakow (address: Podchorążych 2, 30-084 Krakow, website: www.uken.krakow.pl). The Personal Data Administrator may be contacted via e-mail address: info@uken.krakow.pl or in writing to the correspondence address indicated in the first sentence.
2. Data subjects may contact the Data Protection Officer appointed by the Administrator in matters concerning: the processing of personal data, the exercise of rights regarding the processing of personal data, by writing to the e-mail address iod@uken.krakow.pl or the address of the Data Controller, indicated in point 1.
3. Your personal data will be processed for the purpose of:
 - organization and management of employees' work, occupational health and safety, calculation and payment of remuneration (legal basis: Article 6(1)(c), Article 9(2)(b) of the GDPR, Labour Code);
 - keeping employee files (legal basis: Article 6(1)(c) of the GDPR, the Labour Code, the Act on National Archival Resources and Archives, the Regulation of the Minister of Family, Labour and Social Policy of 10 December 2018 on employee documentation (Journal of Laws 2018.2369);
 - performance of the Administrator's obligations as a payer of pension contributions (legal basis: Article 6(1)(c), Article 9(2)(b) and (h) of the GDPR, the Act on Pensions and Disability Benefits from the Social Insurance Fund, the Act on the Social Insurance System, the Act on Health Care Services Financed from Public Funds);
 - performance of tax and accounting obligations (legal basis: Article 6(1)(c) of the GDPR, the Tax Ordinance, the Personal Income Tax Act and other tax regulations);
 - ensuring your security, protection of property or keeping confidential information the disclosure of which could expose the Administrator to damage – through the use of video surveillance on the premises of the University and around the University – pursuant to Article 222 of the Labour Code and in accordance with Article 9(2)(b) of the GDPR;
 - possible participation in Employee Capital Plans (ECPs), collection of contributions, transfer of data to a financial institution, payment of benefits - as part of the implementation of activities resulting from the Act of 4 October 2018 on Employee Capital Plans (Journal of Laws 2023.46) and Article 6(1)(c) of the GDPR);
 - Implementation of the legitimate interests of the Data Controller concerning:
 - ensuring the physical security of the buildings, premises and property of the University and its employees and students, including by ensuring the physical protection of the University's premises and keeping a diary of the internal security



- service and the use of the access control system to the premises – pursuant to Article 6(1)(c) of the GDPR;
- sending marketing and informational information concerning the activities of the University or concerning the organization of the didactic process – pursuant to Article 6(1)(a) and (e) of the GDPR;
 - possible establishment or pursuit of claims or defence against claims – pursuant to Article 6(1)(f) of the GDPR;
 - possible use of your image (in the form of photos or audio-video materials) on the University's website and in social media - only on the basis of your consent (legal basis: Article 9(2)(a) of the GDPR).
4. Providing personal data to the extent required by the provisions of the Labour Code and other legal acts is mandatory. Providing personal data not required by law is voluntary, but necessary to achieve the purposes for which they were collected – without providing personal data, it will not be possible to achieve these purposes.
 5. The recipients of your personal data will be only entities authorized under the provisions of the applicable law, m.in. ZUS, NFZ, the National Tax Administration, the National Labour Inspectorate, labour offices and other state bodies.
 6. Your data may be transferred to entities processing them on behalf of the Administrator, e.g. IT service providers, entities providing consulting services and other entities processing data for the purpose specified by the Administrator - whereby such entities process data only on the basis of the Personal Data Entrustment Agreement concluded with the Data Administrator.
 7. Your personal data will be stored for the period of:
 - for tax and accounting purposes for a period of 5 years from the end of the calendar year in which the tax payment deadline expired;
 - for the period of employment, and then for the period required by law and internal procedures of the Administrator. The retention period for data processed in the scope of employees' personal files and the fulfilment of obligations towards ZUS may be 50 years or 10 years for employees after 1 January 2019, in accordance with Article 94(9b) of the Labour Code and Article 125a(4)-(4b) of the Act on Pensions and Disability Benefits from the Social Insurance Fund;
 - for the purposes of possible pursuing claims or defending against claims for a period of 3 years from the termination of cooperation, and in the case of ongoing proceedings until its final termination and until the claims are time-barred;
 - until the consent is withdrawn, if the processing is carried out on the basis of the consent granted to the Administrator.
 8. In connection with the processing of your personal data, you have the right to:
 - a) access to the content of your personal data;
 - b) receive a copy of your personal information;
 - c) rectification of data;
 - d) delete your personal data;
 - e) restriction of the processing of personal data;
 - f) transfer of personal data;
 - g) object to the processing of personal data;
 - h) withdraw consent to the processing of personal data at any time - in cases and under the conditions specified in the GDPR. The rights listed in points a) – h) above may be exercised by contacting the Data Controller or the Data Protection Officer.



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9. You have the right to lodge a complaint with the President of the Office for Personal Data Protection when it is justified that your personal data is processed by the administrator in violation of the provisions of the GDPR.
10. Based on your personal data, the administrator will not make automated decisions, including decisions resulting from profiling within the meaning of the GDPR.
11. Your personal data will not be transferred to international organizations and third countries.

I have read the above information clause and I consent to the processing of my personal data in accordance with the information clause resulting from the Data Protection Regulation (Journal of Laws of the EU L.2016.119.1 of 04.05.2016 "GDPR").

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(City, date, legible signature)