# **DATA PROCESSING INFORMATION**

**University of Economics and Human Sciences in Warsaw**

As of 25 May 2018, the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (General Data Protection Regulation - hereinafter “GDPR”) are in force, therefore, in accordance with the wording of art. 13, sec. 1 and 2 of the Regulation, we provide you with the below information:

# **Who is the personal data controller?**

The Data Controller of your personal data shall be the University of Economics and Human Sciences in Warsaw (hereinafter: “**AEH**” or “**UEHS**”) with its registered office in Warsaw 01-043, ul. Okopowa 59, e-mail: zgloszenia@vizja.pl.

# **What is the purpose and legal basis for personal data processing?**

Your personal data will be processed for the purposes necessary for the recruitment process to the UEHS Doctoral School based on the given consent, pursuant to art. 6, sec. 1, letter a) of the GDPR.

In the event that you are not admitted to the UEHS Doctoral School, your personal data will be kept for the period of time necessary to fulfill the purpose for which they were collected, i.e., the processing of the request for review - until the final conclusion is made.

If you are accepted as a doctoral student at the Doctoral School, your personal data will be processed for the **purpose of implementing the educational process** and **keeping records** related to your studies, and in particular for the purpose necessary to meet information, archiving, and statistical obligations arising, among others, from the provisions of the Act on Higher Education and Science of 20 July 2018 (Journal of Laws of 2018, item 1668, as amended) based on art. 6, sec. 1, letter a) of the GDPR.

#  **Is providing personal data necessary?**

Provision of personal data is voluntary, but necessary to participate in the recruitment, and furthermore for the purposes indicated above.

# **What are the categories of recipients?**

The expected categories of recipients of your data are employees of the relevant units of the university authorized by the Data Controller and other entities authorized under the law.

# **What rights do you have?**

You have the right to access the content of your data and the ability to obtain a copy of your data, as well as the right to correct, delete, request restriction of processing, object to processing, and the right to transfer data and withdraw consent at any time. The consent may be withdrawn via a written or electronical request form sent to the Data Controller.

# **Is it possible to lodge a complaint concerning data processing and if so - where?**

You have the right to lodge a complaint regarding data processing to the supervisory authority, i.e. President of the Personal Data Protection Office, if you consider that the processing of the transferred data violates the provisions of the GDPR.

# **How long will your data be processed and stored?**

Your personal data processed and stored until the above-mentioned purposes are fulfilled, after which time it may be processed and stored for the period of limitation of possible claims.

# **Will the data be processed in an automated way?**

Your data will not be processed in an automated way and will not be subject to profiling.