Annex 2 to the Regulations for qualification and participation in development activities aimed at improving the competencies of employees at the University of Warsaw, undertaken in the 'Excellence Initiative - Research University' (IDUB) Programme

# Information on the processing of personal data

## Data administrator

The administrator of the data that is processed due to your participation in a development activity, carried out as part of the “Excellence Initiative – Research University” Programme, is the University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa.

Contact with the data administrator:

* by traditional mail at: University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa;
* by phone: +48 22 55 20 000.

## Data Protection Officer (DPO)

The administrator has a designated Data Protection Officer, whom you may contact via email at [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl)

You may contact the DPO about all matters relating to the processing of your personal data by the University of Warsaw and in order to exercise your rights in relation to the processing of personal data.

The DPO, however, does not perform other functions, such as providing information on the subject of the development activity, the conditions for participating in a development activity, or about the development activity program.

## Objectives and legal basis of the processing

Your personal data will primarily be processed for the purpose of:

* improving the professional qualifications of employees

and in particular, for the purpose of:

* registering participation in a development activity,
* enabling participation in a development activity,
* issuing a diploma or other document confirming the completion of a development activity,
* providing information about further development activities,
* reporting and evaluating development activities and other related activities.

The basis for processing personal data:

* Art. 6, item 1 c (GDPR)[[1]](#footnote-2) – processing is necessary to fulfill the legal obligations incumbent on the controller (the Law on Higher Education and Science, executive regulations to the act, as well as the provisions of accounting and tax law);
* Art. 6, item 1 e (GDPR) – processing is necessary to perform a task carried out in the public interest, to the extent necessary to ensure the development of science and innovation in the economy;
* Art. 6, item 1 a (GDPR) – in the case of consent to the transfer of information on further development activities.

You can withdraw the above consent at any time by sending the relevant information to the email address **[e-mail address]**

Your personal data will not be subject to automated decision making, including profiling.

## Data retention period

Your data will be processed for the period necessary to achieve the above-mentioned goals and make the necessary settlements of the development activity, and after the completion of the development activity, for the period required by the provisions on archiving, including the Office Instructions of UW, but not less than 5 years from the planned completion of the IDUB Program, namely until 31.12.2031.

If you consent to the use of personal data for the purpose of providing information on further training, your data will be used for this purpose until the planned end of the IDUB Program, namely by 31.12.2026.

## Data recipients

Access to your personal data will be provided to authorised employees of the University of Warsaw, who must process your data in connection with the performance of their duties concerning the development activity.

The recipients of your data may also be entities to which the administrator will order the performance of certain activities related to development activities, which require the processing of personal data, e.g., to print personalised certificates of participation (name and surname), or to provide the means of transmitting the training (email). An agreement for entrusting the processing of personal data will be signed with these entities, in order to provide your personal data with an appropriate level of protection.

## Data transfer outside the European Economic Area (EEA)

Your personal data may be also processed by the provider of the G-Suite services for education by the Google Corporation in their data processing centres[[2]](#footnote-3).

## Rights of the data subject

Your personal data shall be disclosed to subjects authorised under the terms of GDPR, i.e., the right:

* to access data and to receive copies of the data;
* to correct (rectify) personal data;
* to limit processing of personal data;
* to remove personal data (subject to provisions of Art. 17, item 3 (GDPR)
* to withdraw consent to the processing of data if it has been given;
* to file a claim with the President of the Personal Data Protection Office, if you believe data processing is in violation of the law.

## Information on the requirement to provide data

Providing personal data (processed pursuant to Art. 6, paragraph 1 c and e GDPR) is necessary to achieve the intended purpose, and failure to provide data will result in the inability to contact you regarding the development activity and the possibility of your participation in the development activity.

Providing personal data (processed pursuant to Art. 6, paragraph 1 a GDPR) is voluntary, but may have an impact on the possibility of participating in a development activity.

1. 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). [↑](#footnote-ref-2)
2. <https://www.google.com/about/datacenters/inside/locations/index.html> [↑](#footnote-ref-3)