

Appendix \_\_\_\_\_ to \_\_\_\_\_ mandate \_\_\_\_\_ contract  
no. ....  
(successive contract no./UW's organisation unit code/year)

## **Information on personal data processing**

### **1. Data controller**

In accordance with Article 13 of Regulation (EC) No 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), hereinafter "GDPR," the University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw, is the controller of your personal data.

You can contact the data controller using one of the selected forms available at <https://www.uw.edu.pl/kontakt/>.

### **2. Data Protection Officer (DPO)**

The data controller has appointed Data Protection Officer whom you can contact in matters concerning your personal data, by sending a message to [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl). You can contact DPO in all matters concerning the processing of your personal data by the University of Warsaw and the exercise of your rights related to the processing of personal data.

However, DPO does not deal with other matters, e.g. handling of the concluded contract, accepting of documents related to the performance of a contract, etc.

### **3. Purposes, legal basis and period of processing**

Your personal data will be processed for the following purposes:

- performance of the concluded contract – throughout the term of the contract (legal basis: Article 6(1)(b) GDPR);
- pursuing, defending, and establishing possible claims under a concluded contract – for up to 3 years after the termination of the contract (legal basis: Article 6(1)(f) GDPR);
- compliance with accounting and tax obligations – for a period of 5 years after the end of the calendar year (legal basis: Article 6(1)(c) GDPR);
- work organisation – throughout the term of the contract (legal basis: Article 6(1)(b) GDPR).

If the concluded contract is subject to national and health insurance contributions, your personal data will also be processed for the following purpose:

- compliance with national and health insurance obligations – for a period of 10/50 years after the termination of the contract (legal basis: Article 6(1)(c) GDPR).

In order to perform the concluded contract, your personal data will be processed to the extent necessary to perform the concluded mandate contract. All other personal data will be processed when it is necessary to exercise a right or fulfil an obligation under legal provisions or other applicable regulations.

The special categories of your personal data (the so-called sensitive data) referred to in Article 9 GDPR will only be processed for the purpose of fulfilling an obligation under legal provisions or on the basis of your consent.

All your other personal data will be processed in special cases after you have granted your separate consent to their processing (Article 6(1)(a) GDPR), which you can withdraw at any time. At the same time, we would like to remind you that the withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal (Article 7(3) GDPR).

#### **4. Data recipients**

Your personal data may be shared with entities authorised under legal provisions. Your personal data will also be accessible to authorised employees of the data controller who must process your personal data as part of their duties and tasks.

Data recipients may also include other entities from whom the data controller will order the performance of specific activities that require the processing of personal data, e.g. entities providing security of persons and property services, postal and courier services, transport services, etc.

Your business data may also be transferred to parties to contracts entered into by the data controller if this is necessary for the performance of these contracts and results from the concluded contract.

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

Your data may also be processed by our G-Suite for Education service provider, Google, in its data centres<sup>1</sup>. Your data will be protected by standards set out in the Privacy Shield<sup>2</sup>, approved by the European Commission. This will ensure the right level of security of your data.

#### **6. Rights of the data subjects**

In accordance with GDPR, you have the right to:

- access your data and receive their copy;
- correct (rectify) your personal data;
- restrict the processing of personal data;
- delete personal data (subject to Article 17(3) GDPR);

You also have the right to lodge a complaint with President of the Personal Data Protection Office if you believe that the processing of your personal data breaches legal provisions.

#### **7. Information on mandatory provision of data**

The provision of your personal data, within the scope resulting from legal provisions and other regulations, in order to perform the tasks resulting from the concluded contract, is necessary to enter into the contract with you. You provide your other personal data voluntarily.

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<sup>1</sup> <https://www.google.com/about/datacenters/locations/index.html>

<sup>2</sup> <https://www.privacyshield.gov/>