GENERAL INFORMATION CLAUSE FOR PROJECT PARTICIPANTS

FOR THE PURPOSES OF THIS INFORMATION CLAUSE, A PROJECT SHALL MEAN ANY UNDERTAKING, PROGRAMME, ACTIVITY, EVENT, CONFERENCE, SEMINAR, WORKSHOP, TRAINING COURSE, EDUCATIONAL COURSE, RESEARCH ACTIVITY, INTERNSHIP, TRAINEESHIP, STUDY VISIT, COMPETITION, OR ANY OTHER INITIATIVE ORGANISED OR CO-ORGANISED BY THE TADEUSZ KOŚCIUSZKO KRAKOW UNIVERSITY OF TECHNOLOGY, CARRIED OUT INDEPENDENTLY OR IN COOPERATION WITH EXTERNAL ENTITIES.

DATA CONTROLLER

The controller of your personal data is the **PK Krakow University of Technology**, with its registered office in Kraków at 24 Warszawska Street, 31-155 Kraków, represented by the Rector of the PK Krakow University of Technology.

You may contact the controller:

- by e-mail, at: kancelaria@pk.edu.pl
- by post or in person at the controller's registered office.

DATA PROTECTION OFFICER (DPO OR IOD)

The controller has appointed a **Data Protection Officer (DPO)**, who may be contacted regarding matters related to the processing of personal data. The DPO may be contacted via:

- e-mail: **iodo@pk.edu.pl**
- telephone: **+48 12 628 31 15**
- correspondence sent to the controller's registered office;
- in person at the controller's registered office. In such a case, we encourage prior contact by e-mail in order to arrange a convenient appointment.

PURPOSES AND LEGAL BASES FOR PERSONAL DATA PROCESSING

We process your personal data for the following purposes:

Purpose of processing	Legal basis for processing
Recruitment of participants for the Project, verification of eligibility criteria, and maintenance of documentation related to the recruitment process; participation in the Project, organisation and implementation of Project activities, communication with participants, and maintenance of Project documentation.	Article 6(1)(b) of the GDPR - processing is necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract (if an agreement is concluded with the Participant in connection with their participation in the Project). Article 6(1)(c) of the GDPR - processing is necessary for compliance with a legal obligation to which the controller is subject

Purpose of processing	Legal basis for processing
Project accounting, monitoring, reporting, evaluation, control and auditing, as well as verification of the eligibility of expenditures and participants; fulfilment of obligations arising from legal provisions and documents governing the implementation of the Project, including funding agreements, programme guidelines, and funding rules.	Article 6(1)(c) of the GDPR - processing is necessary for compliance with a legal obligation to which the controller is subject, the Act of 28 April 2022 on the Principles for the Implementation of Tasks Financed from European Funds in the 2021-2027 Financial Perspective, and the Act of 27 August 2009 on Public Finance. Article 6(1)(e) of the GDPR processing is necessary for the performance of a task carried out in the public interest, in connection with the performance of tasks specified in the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2026, item 187, as amended).
Archiving of data	Article 6(1)(c) GDPR (compliance with a legal obligation to which the controller is subject) in connection with the implementation of tasks specified in the Act of 14 July 1983 on the National Archival Resource and Archives (Journal of Laws of 2020, item 164, as amended).
Establishment, exercise, or defence of claims	Article 6(1)(f) GDPR (legitimate interest - pursuing claims and undertaking debt recovery activities).

SOURCE OF PERSONAL DATA



The personal data are collected either directly from you or from institutions and entities involved in the implementation of the programme, including, in particular, applicants, beneficiaries, and partners.

PERSONAL DATA RETENTION PERIOD



Your personal data will be processed for the period necessary to implement the Project and thereafter for the period required by applicable law, programme documentation, or the Project funding rules, in particular for archiving, monitoring, audit and control purposes, as well as for the establishment, exercise or defence of legal claims.

RECIPIENTS OF PERSONAL DATA



Recipients of your); Recipients of your personal data include entities providing services to the Controller under personal data processing agreements, such as information technology services (including the provision, maintenance and support of IT systems), legal services, consultancy services, accounting services, postal and courier services, as well as entities and public authorities authorised to receive personal data under applicable law. The Participant's personal data may also be disclosed to the Managing Authority, Intermediate Body, funding or co-funding institutions, project partners, and entities involved in the implementation of the Project on behalf of the beneficiary.m The Participant's personal data may additionally be entrusted to specialised organisations carrying out evaluations, inspections, controls and audits

on behalf of the Managing Authority, Intermediate Body or beneficiary within the framework of the European Funds for Social Development Programme 2021-2027 (Fundusze Europejskie dla Rozwoju Społecznego 2021-2027).

RIGHTS RELATED TO PERSONAL DATA PROCESSING

In connection with the processing of your personal data, you are entitled to the following rights:



- the right of access to your personal data, the right to rectification of your personal data, the right to erasure of your personal data in cases provided for by law, the right to restriction of processing, the right to object where the processing of your personal data is based on the Controller's legitimate interests, the right to data portability, and the right to withdraw your consent to the processing of your personal data at any time. Withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal;



- if you believe that your personal data are being processed in a manner that does not comply with applicable laws, you also have the right to lodge a complaint with the President of the Personal Data Protection Office (Prezes Urzędu Ochrony Danych Osobowych). Before exercising this right, however, we encourage you to contact our Data Protection Officer (DPO) in order to clarify any concerns.

OBLIGATION TO PROVIDE DATA

Providing personal data is voluntary; however, it is necessary for the conclusion and performance of the agreement (where an agreement is entered into with the Participant in connection with their participation in the Project) and for compliance with legal obligations imposed on the Controller. Aa general rule, the Controller does not transfer your personal data to a third country or an international organisation. Your personal data will not be subject to automated decision-making, including profiling.