INFORMATION CLAUSE FOR INTERN/TRAINEE

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
Conclusion and performance of a contract/agreement regarding a internship/work placement	Article 6(1)(b) of the GDPR (processing is necessary for the performance of a contract/agreement to which the data subject is a party or to take steps at the request of the data subject prior to entering into a contract)
Fulfilment of rights and obligations arising from legal provisions, ensuring security and communication.	Article 6(1)(E) GDPR and 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 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2026, item 187, as amended) related to the provision of educational activities
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



We received your information—including your first name, last name, and other details as they actually are—from the entity that referred you for the internship/ work placement.

PERSONAL DATA RETENTION PERIOD



We will process your personal data for the period necessary to achieve the purposes described above. Depending on the legal basis, this will include, in particular:

- from the moment we receive your data from the entity referring you for the internship/ work placement, throughout the duration of the internship/work placement, until its completion.

After the above-mentioned period, personal data will be archived for the period during which legal provisions require us to retain your data or for the period necessary to establish, pursue, or defend claims, where applicable, and will subsequently be deleted.

RECIPIENTS OF PERSONAL DATA

Recipients of your personal data include entities providing services to the Data Controller under a personal data



processing agreement, such as IT support services (including the provision and maintenance of IT systems), legal services, consultancy services, accounting services, postal and courier services, as well as recruitment service providers and platforms, occupational health service providers conducting pre-employment and workplace medical examinations (where a decision to employ the candidate is made), and entities and public authorities authorised to receive personal data under applicable laws IT services (provision and maintenance of information systems).

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.

As a 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.