INFORMATION CLAUSE FOR RESIDENTS OF THE ASSISTANT HOUSE

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: dom.asystenta@pk.edu.pl
- By telephone: 12 648 38 49
- 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
Processing of an application for accommodation in the Assistant House	Article 6(1)(b) GDPR (steps taken prior to entering into a contract) – residential units are allocated subject to availability and in the order in which applications are submitted; Article 6(1)(f) GDPR (legitimate interest) – contacting the applicant in order to present the residential unit and confirm their interest in renting it.
Accommodation in the Assistant House	Article 6(1)(b) GDPR (performance of a contract) – allocation of a residential unit under a tenancy agreement.
Fulfilment of legal obligations imposed on the Controller, including accounting and fee collection	Article 6(1)(c) GDPR (compliance with a legal obligation) in connection with duties arising under the Polish Accounting Act of 29 September 1994.
Video surveillance of common areas of the property	Article 6(1)(f) GDPR (legitimate interest) – ensuring security on the premises, including the protection of persons and property.

Purpose of processing	Legal basis for processing
Facilitating vehicle access to the estate by opening the barrier gate via a telephone call (applies to premises located in the Academic Housing Estate)	Article 6(1)(a) GDPR (consent) – at your request, we may enable access to the estate by opening the entrance barrier following a telephone call. This requires the provision of your telephone number. You may withdraw your consent at any time. Withdrawal of consent does not affect the lawfulness of processing carried out on the basis of consent before its withdrawal.
Archiving of data	Article 6(1)(c) GDPR (compliance with a legal obligation) in connection with duties arising under the Polish Act of 14 July 1983 on the National Archival Resource and Archives.
Establishment, exercise or defence of legal claims and ensuring security	Article 6(1)(f) GDPR (legitimate interest) – establishing, pursuing or defending legal claims and undertaking debt recovery activities.

RETENTION PERIOD OF PERSONAL DATA



Your personal data will be processed for the period necessary to achieve the purposes described above.
Depending on the legal basis, this will include in particular:

- the period required to process the application;
- the duration of the tenancy agreement and accommodation in the Assistant House, and after the accommodation ends, the period necessary to settle the costs related to the residential unit.

After the above periods have expired, personal data will be archived for the period required by applicable law or for the period necessary to establish, pursue or defend legal claims, where applicable, and will then 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, 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.

SOURCE OF DATA



Your personal data:

- have been obtained directly from you; or
- have been obtained indirectly from a party to an agreement concluded with Krakow University of Technology.

OBLIGATION TO PROVIDE DATA

Providing personal data is voluntary; however, it is necessary in order to obtain accommodation in the Assistant House.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