INFORMATION CLAUSE REGARDING CCTV MONITORING AT PK KRAKOW UNIVERSITY OF TECHNOLOGY

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 PKKrakow 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
Enhancing the safety and security of persons and property within monitored areas of the University.	Article 6(1)(e) GDPR in conjunction with the Act of 20 July 2018 – Law on Higher Education and Science; Article 6(1)(c) GDPR in conjunction with the Act of 26 June 1974 – Labour Code; Article 6(1)(f) GDPR – the legitimate interests pursued by the Controller.
Archiving of data.	Article 6(1)(c) GDPR (compliance with a legal obligation to which the controller is subject) – applicable to premises and areas covered by monitoring where the obligation to conduct monitoring arises from legal provisions.

PERSONAL DATA RETENTION PERIOD



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:
• no longer than **three months from the date of recording**.
Where video recordings constitute evidence in proceedings conducted under the law, or where the Controller becomes aware that they may constitute evidence in such proceedings, the retention period shall be extended until the final conclusion of those proceedings.

The data may subsequently be retained for the period required by law or for the duration of the limitation period applicable to any potential claims.

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.

OBLIGATION TO PROVIDE DATA

Providing personal data is voluntary; however, it is necessary for the operation of the CCTV monitoring system. As a rule, the Controller does not transfer your personal data to a third country or an international organisation. Your personal data will not be processed by automated means, including profiling.