INFORMATION CLAUSE FOR LEGAL REPRESENTATIVES OF MINOR APPLICANTS FOR FIRST-CYCLE DEGREE PROGRAMMES, COURSES, TRAINING PROGRAMMES AND SUMMER SCHOOLS CONDUCTED AT THE 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 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
Performance of activities carried out by the legal representative of a minor applicant in connection with the admission process for a first-cycle degree programme, course, training programme, or summer school.	Article 6(1)(c) GDPR (compliance with a legal obligation to which the controller is subject), in conjunction with Article 6(1)(e) GDPR (processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller), in connection with the performance of tasks arising from the **Act of 20 July 2018 – Law on Higher Education and Science** (Journal of Laws of 2024, item 1571, as amended), implementing regulations issued thereunder, and internal regulations in force at Krakow University of Technology.
Maintaining accounting records in the event that admission fees are paid on behalf of the principal	Article 6(1)(c) GDPR (compliance with a legal obligation to which the controller is subject) in connection with obligations arising under the **Accounting Act of 29 September 1994** (Journal of Laws of 2023, item 120, as amended). This applies to personal data contained in confirmations of payment of admission fees.

Purpose of processing	Legal basis for processing
Archiving data collected during the admission process	Article 6(1)(c) GDPR (compliance with a legal obligation to which the controller is subject) in connection with obligations arising under 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 legal claims related to the admission process	Article 6(1)(f) GDPR (legitimate interest consisting of pursuing claims and undertaking debt recovery activities).

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:

- the duration of the admission process, after which:
  - where the attorney-in-fact signs, on behalf of the principal, the application for enrolment on the student list and the personal data questionnaire, the data will be retained for **50 years** in the principal's student personal file;
  - where the attorney-in-fact does not sign documents submitted as part of the admission process on behalf of the principal, the data will be retained for **3 months** following the completion of the admission process (to enable the attorney-in-fact to lodge an appeal against the relevant authority's decision on behalf of the principal), after which the data will be deleted;
- to a limited extent, your personal data will be retained in accounting records in relation to admission fees paid on behalf of the principal.

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

OBLIGATION TO PROVIDE DATA

Providing personal data is voluntary; however, it is necessary in order for the legal representative of a minor applicant to carry out activities related to the admission process for a degree programme. 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