INFORMATION CLAUSE FOR REPRESENTATIVES, CONTACT PERSONS, EMPLOYEES, AND ASSOCIATES OF AN ENTITY FINANCING EDUCATION IN CONNECTION WITH THE PERFORMANCE OF AN AGREEMENT WITH 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
Entering into and Performing the Agreement	Article 6(1)(b) GDPR – entering into the agreement/arrangement (including taking steps prior to entering into the agreement at the request of the data subject) and performing the agreement. Article 6(1)(f) GDPR – legitimate interest: communication with contact persons for the purposes of performing the agreement.
Archiving data collected	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).

SOURCE OF PERSONAL DATA



We obtained your personal data from the entity that you represent or that designated you as a contact person for cooperation in connection with the conclusion of the agreement. If you are:

- a representative (including an attorney-in-fact or authorised representative) of the above-mentioned entity, the personal data concerned include: *first name and surname, job title/official position or function performed*;
- a person designated for cooperation in connection with the conclusion and/or performance of the agreement, the personal data concerned include: *first name and surname, contact telephone number, e-mail address, job title/official position or function performed*.

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 period necessary for the performance of the agreement, including the period during which actions are taken with a view to entering into the agreement.

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.

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.