INFROMATION CLAUSE FOR PARTICIPANTS OF CONFERENCES, SEMINARS, WORKSHOPS, TRAINING COURSES, EVENTS, AND MEETINGS ORGANIZED BY 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
Organization, conduct, and documentation of conferences, seminars, workshops, training courses, events, and meetings organized by Krakow University of Technology, including participant registration, preparation of conference materials, identification badges, certificates of participation, attendance lists, and organizational communication related to the event	Article 6(1)(b) GDPR – where processing is necessary for the conclusion and performance of a contract, including participant registration; Article 6(1)(e) GDPR in connection with the performance of the University's statutory tasks as specified in the Act of 20 July 2018 – Law on Higher Education and Science.
Settlement of participation in the event, issuance of accounting documents, and fulfilment of obligations arising from legal provisions	Article 6(1)(c) GDPR – compliance with a legal obLigation to which the controller is subject.
Archiving of collected data	Article 6(1)(c) GDPR – compliance with a legal obligation to which the controller is subject in connection with obligations arising from 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	Article 6(1)(f) GDPR – legitimate interest consisting of pursuing claims and undertaking debt recovery activities.

Purpose of processing	Legal basis for processing
Publication of participants' images captured during the event in informational, promotional, and reporting materials concerning the activities of Krakow University of Technology	Article 6(1)(e) GDPR for group photographs; or Article 6(1)(a) GDPR for individual photographs, taking into account Article 81 of the Polish Copyright and Related Rights Act.

PERSONAL DATA RETENTION PERIOD



Your personal data will be processed for the period necessary to organize and conduct the event. After the above period has 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, and entities and public authorities authorised to receive personal data under applicable laws IT services (provision and maintenance of information systems).

In connection with the publication of informational and promotional materials on websites or social media, personal data may be transferred outside the European Economic Area. Such data transfers are carried out in accordance with the principles set out in the GDPR, specifically on the basis of European Commission adequacy decisions or standard contractual clauses.

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 to participate in the event. Failure to provide the required data may make registration for or participation in the event impossible. Your personal data will not be subject to automated decision-making, including profiling. Personal data may be obtained directly from the participant or from an entity registering the participant for the event, in particular an employer, project partner, cooperating organization, or another institution. Where registration is made by a third party, the provision of

personal data to Krakow University of Technology constitutes disclosure of such data and is limited to the scope necessary for registration and participation in the event.