

Information on the processing of personal data by the University of Warsaw

Administrator

The processed personal data administrator is the University of Warsaw (UW), 26/28 Krakowskie Przedmieście Street, 00-927 Warsaw.

The administrator can be contacted via:

- mail: University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw;
- telephone: 22 55 20 000.

Data Protection Officer (DPO)

The administrator has appointed a Data Protection Officer who can be contacted on all matters relating to the processing of personal data and the exercise of rights connected to the processing of personal data under the email address iod@adm.uw.edu.pl. However, the tasks of the DPO do not include other matters, such as providing information related to the execution and handling of the contract.

Purpose and legal basis of personal data processing

Your personal data will be processed for the following purposes:

- To conclude or execute a contract between the UW and an entity with which the person is affiliated or on whose behalf the person is acting, as well as to verify that entity (e.g., a client, contractor, or other entity contacting the University of Warsaw) and to contact that entity on an ongoing basis - the basis for processing personal data is: 6(1)(b) and (f) GDPR;
- to carry out activities resulting from generally applicable legal regulations, in particular concerning the fulfilment of obligations arising from tax and accounting regulations and regulations governing the conduct of proceedings by authorized entities - the basis for processing personal data is 6(1)(c) GDPR;
- implementation of a task in the public interest - the basis for processing personal data is 6(1)(e) GDPR;
- establishment, investigation or defence of claims in judicial, administrative or other extrajudicial proceedings - the basis for processing personal data is 6(1)(f) GDPR;
- archival (evidential), consisting of securing information in case of the need to prove facts or demonstrate the fulfilment of an obligation incumbent on UW - the basis for processing personal data is: 6(1)(f) GDPR.

Recipients of the data

Administrator employees who require access to personal data for official duties will be granted permission to process such data.

Personal data may be disclosed to public authorities, institutions or third parties authorized to request access to or receive personal data under applicable laws.

Recipients of personal data may also be entities to which the administrator, based on a contract of entrustment of personal data processing, will commission the performance of specific activities that involve the need to process personal data.

Period of processing of personal data

The period for which personal data is processed depends on the purpose of the processing. The period for which personal data will be kept is calculated based on the following criteria:

- accounting, for a period of 5 years from the beginning of the year following the fiscal year in which operations, transactions or proceedings related to the concluded contract were finally completed, paid off, settled or barred;
- tax, for a period of 5 years, counting from the end of the calendar year in which the tax obligation arising from the settlement of the concluded agreement arose;
- in the scope of UW's performance of activities resulting from generally applicable laws - for the period resulting from these laws;
- in terms of fulfilment of UW's legitimate interests constituting the basis for such processing, for the period necessary for the fulfilment of this purpose or until you object to such processing unless there are legitimate grounds for further processing by UW;
- in terms of establishing and asserting its claims or defending against claims made - until the statute of limitations for potential contractual or other claims.

Rights related to the processing of personal data

The administrator guarantees the exercise of all rights related to the processing of personal data under the terms of the GDPR, i.e. the right to:

- access to the data and to receive a copy of the data;
- to rectify (amend) their personal data;
- limitation of the processing of personal data;
- erasure of personal data (subject to Article 17(3) of the GDPR);
- objection;
- raising a complaint with the President of the Data Protection Authority if you consider that the processing of your personal data violates personal data protection laws.

Obligation to provide personal data and the consequence of failure to provide data

Provision of personal data is mandatory. Failure to provide data will prevent the realization of the purposes indicated under - the purpose and legal basis of personal data processing.

Source of personal data

The personal data that UW processes comes from either a customer, contractor or other entity contacting UW or from publicly available sources. The categories of personal data of persons affiliated with companies or other entities (e.g., members of the bodies of these entities), including the actual beneficiaries, are the same as those from publicly available sources or those provided by a customer or contractor of UW or by another entity contacting UW.