

## **Information on the processing of personal data by the University of Warsaw for representatives, proxies, and members of bodies of companies or other entities cooperating or contacting the University of Warsaw**

### **1. Administrator**

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

The controller can be contacted:

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

### **2. Data Protection Officer (DPO)**

The administrator has appointed a Data Protection Officer who can be contacted in all matters relating to the processing of personal data and the exercise of rights related to the processing of personal data at: [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl).

However, the DPO is not responsible for other matters, such as providing information related to the performance and servicing of the contract.

### **3. Purpose and legal basis for the processing of personal data**

Your personal data will be processed for the following purposes:

- to conclude or perform a contract between the University of Warsaw and the entity with which the data subject is associated or on behalf of which they act, as well as to verify that entity (e.g., a customer, contractor, or other entity contacting the University of Warsaw) and to maintain ongoing contact with that entity – the basis for the processing of personal data is: **Article 6(1)(b) and (f) of the GDPR<sup>1</sup>**;
- the performance of activities resulting from generally applicable laws, in particular in connection with the fulfillment of obligations under tax and accounting regulations and regulations governing the conduct of proceedings by authorized entities – the basis for the processing of personal data is: **Article 6(1)(c) of the GDPR**;
- performance of a task carried out in the public interest – the basis for the processing of personal data is **Article 6(1)(e) of the GDPR**;
- establishing, pursuing, or defending claims in court, administrative, or other out-of-court proceedings – the basis for the processing of personal data is: **Article 6(1)(f) of the GDPR**;
- archiving (evidence) consisting in securing information in case of a need to prove facts or demonstrate compliance with an obligation incumbent on the University of Warsaw – the basis for the processing of personal data is **Article 6(1)(f) of the GDPR**.

### **4. Data recipients**

Access to personal data will be granted to the controller's employees who need to process personal data in connection with the performance of their professional duties.

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<sup>1</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ EU L 119 of May 4, 2016, p. 1, as amended), hereinafter referred to as "GDPR".

Personal data may be disclosed to public authorities, institutions, or third parties authorized to request access to or receive personal data on the basis of applicable law. The recipients of personal data may also include entities to whom the controller, on the basis of a personal data processing agreement, entrusts the performance of specific activities that require the processing of personal data.

#### **5. Period of personal data processing**

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

- accounting, for a period of 5 years from the beginning of the year following the financial year in which the operations, transactions or proceedings related to the concluded contract were finally completed, repaid, settled or expired;
- tax, for a period of 5 years from the end of the calendar year in which the tax obligation resulting from the settlement of the concluded contract arose;
- in the scope of the implementation by the University of activities resulting from generally applicable laws – for the period resulting from these provisions;
- in the scope of fulfilling the legitimate interests of the University constituting the basis for such processing, for the period necessary to fulfill this purpose or until an objection to such processing is raised, unless there are legitimate grounds for further processing of the data by the University;
- in the scope of establishing and pursuing its own claims or defending against claims made – until the expiry of the limitation period for potential claims arising from the contract or other grounds.

#### **6. Rights related to the processing of personal data**

The controller guarantees the exercise of all rights related to the processing of personal data on the terms specified by the GDPR, i.e. the right to:

- access to data and receive copies thereof;
- rectify (correct) your personal data;
- restrict the processing of personal data;
- erase personal data (subject to Article 17(3) of the GDPR);
- object;
- lodge a complaint with the President of the Data Protection Authority if you believe that the processing personal data violates the provisions of law on the protection of personal data.

#### **7. Obligation to provide personal data and consequences of not providing data**

Providing personal data is mandatory; failure to provide data will prevent the objectives indicated in point 3.

#### **8. Source of personal data**

The personal data processed by UW comes from customers, contractors, other entities contacting UW, or publicly available sources. The categories of personal data of persons associated with companies or other entities (e.g., members of the management board or bodies of these entities), including beneficial owners, are identical to the categories derived from publicly available sources or categories provided by the customer or contractor of UW or by another entity contacting UW.