

## INFORMATION ABOUT THE PROCESSING OF STUDENTS' PERSONAL DATA

Considering the processing of your personal data, please be advised in line with Article 13(1) and Article 13(2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 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 dated 4 May 2016, No. 119, p. 1), hereinafter referred to as the "GDPR", that:

1. The function of your personal data Controller is performed by the Hugo Kołłątaj University of Agriculture in Krakow with registered office: Aleja Mickiewicza 21, 31-120 Kraków, email address: [rector@urk.edu.pl](mailto:rector@urk.edu.pl).
2. The Controller has appointed a Data Protection Officer who is available at the email address: [iod@urk.edu.pl](mailto:iod@urk.edu.pl).
3. Your personal data will be processed for the purposes of admission to your selected course of study: beginning once you will have created your account in the IRK system, until your first enrolment on a course of study, based on your consent that is understood as a 'clear affirmative action' (GDPR), i.e. creating an account in the IRK system and entering your data in that system (see Article 6(1)(a) of the GDPR).
4. Beginning at the time of your first enrolment on a course of study, your personal data will be processed for the following purposes:
  - conducting the teaching and learning process, documenting your study progress, keeping archives and collecting statistical data, monitoring your occupational career after you will have completed your course of study, conducting and holding administrative procedures and disciplinary proceedings, handling the matters of welfare benefits and financial aid awarded to you - **in line with the Higher Education and Science Act dated 20 July 2018 and with Article 6(1)(c) and Article 6(1)(e) of the GDPR**, i.e. for the purposes of complying with a legal obligation to which the Controller is subject and in the exercise of official authority vested in the Controller.
5. Your personal data may also be processed for the following purposes:
  - the provision of educational and employment offer, of information about current activities pursued by the University, also using means of electronic communication (legal basis: Article 6(1)(e) of the GDPR),
  - the organization of and participation in competitions, conferences and other events held at the University; promoting and advertising activity pursued by the Controller – based on your consent (legal basis: Article 6(1)(a) of the GDPR),
  - the option of using your image on the Controller's website and in social media - based on your consent given to us (legal basis: Article 6(1)(a) of the GDPR),
  - conducting possible dispute resolution procedures, proceedings before public authorities and other procedures aimed to establish, exercise or defend against legal claims (legal basis: Article 6(1)(e) of the GDPR),
  - carrying out CCTV surveillance, but only with the aim to ensure safety of students on the University premises, to protect its assets, and in certain rooms and their immediately adjacent areas (such as server rooms), to keep secret information that might expose us to a loss if disclosed (legal basis: Article 6(1)(e) of the GDPR).
6. The group of recipients of your personal data includes only persons and entities that are authorized to receive the data by applicable legislation.
7. Your personal data may be transferred to entities assigned by the Controller to process the data (processors), such as IT service providers, providers of legal services and other entities that process the data for a purpose defined by the Controller, provided that such entities may only process the data in line with a contract made with the Controller
8. Your personal data will be processed:
  - a) if you are not admitted to your selected course of study, for a period of 2 years,
  - b) for a period necessary to accomplish the goals indicated in items 3 and 4, provided that personal data contained in the student's personal file must be kept for a period of 50 years following the date of graduation or the date of final and binding decision on deletion from the list of students,
  - c) until your consent is withdrawn (cancelled), if the processing is authorized by your consent given to the Controller.
9. The provision of your personal data is voluntary, but necessary to accomplish the goals of data collection, and those goals cannot be achieved if you refuse to provide your personal data. The provision of your personal data to the extent required by the Higher Education and Science Act is obligatory.
10. Your rights that you may exercise by sending us a request:
  - 1) Access to the content of your personal data,
  - 2) Receipt of a copy of your personal data,
  - 3) Rectification of your personal data,
  - 4) Erasure of your personal data,
  - 5) Restriction of processing of your personal data,

- 6) Your personal data portability (transfer to another entity),
  - 7) Objection to personal data processing,
  - 8) Withdrawing (cancelling) your consent to the processing of personal data at any time, but without affecting the lawfulness of processing based on consent before its withdrawal - if the processing is based on consent,  
  
- under the circumstances and on conditions defined in the GDPR. Your rights referred to in items 1-8 above can be exercised by contacting the Controller
11. You have the right to lodge a complaint with the President of the Office for Personal Data Protection, if in your reasonable opinion we process your personal data in a manner inconsistent with the provisions of GDPR.
  12. Your personal data will not be processed by automated means, including profiling.
  13. Your personal data will not be transferred to international organizations or third countries.