**PERSONAL DATA PROCESSING DISCLOSURE FOR EMPLOYEES**

*Pursuant to Article 13(1) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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) hereinafter referred to as the GDPR, we hereby inform that:*

1. The Controller of your personal data is the University of Agriculture in Kraków, with its registered office at: Aleja Mickiewicza 21, 31-120 Kraków, address e-mail: rector@urk.edu.pl.

2. The Controller has appointed a Data Protection Officer, who may be contacted using the e-mail address: iod@urk.edu.pl

3. Your personal data will be processed for the purposes of:

a) organization and management of employees' work, occupational health and safety, calculation and payment of salaries (legal basis: Article 6 (1) (c), Article 9 (2) (b) GDPR, Labour Code),

b) keeping employee files (legal basis: Article 6 (1) (c) GDPR, Labour Code, National Archival Resources and Archives Act, Regulation of the Minister of Family, Labour and Social Policy of 10 December 2018 on employee documentation),

c) performance of the Controller's obligations as a payer of retirement and disability pension contributions (legal basis: Article 6 (1) (c), Article 9 (2) (b) and (h) GDPR, Social Insurance Fund Pensions Act, Social Insurance System Act, Publicly Funded Healthcare Services Act),

d) performance of tax and accounting obligations (legal basis: Article 6 (1) (c) GDPR, Tax Ordinance, Personal Income Tax Act and other tax regulations),

e) ensuring your safety, protection of property or maintaining the confidentiality of information, the disclosure of which could expose the Controller to loss - through the use of video monitoring at the University and grounds around the University - pursuant to art. 222 of the Labour Code and pursuant to Article 6 (1) (c), (e) GDPR,

f) possible participation in Employee Capital Schemes (PPK), collection of contributions, transfer of data to a financial institution, payment of benefits - as part of the performance of activities under the Employee Capital Schemes Act of 4 October 2018 (legal basis: Article 6 (1) (c) GDPR),

g) pursuing the Controller's legitimate interests regarding:

• ensuring the physical security of buildings, premises and property of the employer and employees, including by ensuring the physical security of the employer's premises and keeping a log of the internal security service and the use of the room access control system - pursuant to Article 6 (1) (e) GDPR,

• sending marketing and information notices about the University's activities or about the organization of the teaching process - pursuant to Article 6 (1) (e) GDPR,

• possible determination or pursuit of claims or defence against claims - pursuant to Article 6 (1) (f) GDPR,

h) possible use of your image (in the form of photos or audio-visual materials) on the Controller's website and in social media - solely on the basis of your consent (legal basis: Article 6 (1) (a) GDPR).

4. Providing personal data to the extent required by the provisions of the Labour Code and other legal acts is obligatory. Providing personal data not required by law is voluntary, but necessary to achieve the purposes for which they were collected - without providing personal data, it will not be possible to achieve these purposes.

5. The recipients of your personal data will only be entities authorized under the law, including Polish Social Security Institution, National Healthcare Fund, National Tax Administration, National Labour Inspectorate, labour offices and other state bodies.

6. Your data may be transferred to entities processing it at the request of the Controller, e.g. IT service providers, entities providing consulting services and other entities processing data for the purpose specified by the Controller - such entities process data only on the basis of an agreement with the Controller.

7. Your personal data will be stored for the period of:

1) for tax and accounting purposes for a period of 5 years from the end of the calendar year in which the tax payment deadline expired,

2) for the period of employment, and then for the period required by law and internal procedures of the Controller. The retention period for data processed in the scope of personnel files of employees and the implementation of obligations towards the Social Insurance Institution may be 50 years or for persons employed after 1 January 2019 - 10 years, pursuant to Article 94 (9b) of the Labour Code and Article 125a (4)-(4b) of the Social Insurance Fund Retirement Pensions and Disability Pensions Act.

3) for the purpose of possible pursuit of claims or defence against claims for a period of 3 years from the end of cooperation, and in the case of pending proceedings until its legally binding conclusion and until the claims are time-barred.

4) until the consent is withdrawn, if the processing is done on the basis of the consent granted to the Controller.

8. In connection with the processing of your personal data, you have the right to:

1) Access your personal data content,

2) Receive a copy of your personal data,

3) Correct your personal data,

4) Delete your personal data,

5) Limit the processing of your personal data.

6) Transfer your personal data,

7) Object to the processing of personal data,

8) Withdraw the consent to the processing of personal data at any time

- in the cases and under the conditions set out in the GDPR. The rights listed in items 1-8 above can be exercised by contacting the Data Controller or the Data Protection Officer.

9. You have the right to lodge a complaint with the President of the Office for Personal Data Protection when it is justified that your personal data is processed by the Controller in breach of the provisions of GDPR.

10. Your personal data shall not be transferred to international organizations or third countries.

(date and signature of the employee)