



Warsaw University of Technology

GDPR INFORMATION CLAUSE (for correspondents)

Pursuant to Article 13 sections 1 and 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 ("GDPR"), the Warsaw University of Technology fulfils its information obligation towards data subjects.

1. THE DATA CONTROLLER

The Data Controller is the Warsaw University of Technology, a public university with its registered office in Warsaw, Pl. Politechniki 1, 00-661 Warsaw, NIP: 525-000-58-34, REGON: 000001554, helpline: +48 (22) 234 72 11.

In matters regarding the processing of personal data, you may contact the Data Protection Officer via e-mail at: iod@pw.edu.pl

2. LEGAL BASIS, PURPOSE OF PERSONAL DATA PROCESSING, CATEGORIES OF PROCESSED PERSONAL DATA, AND THEIR SOURCE

Personal data are processed based on Article 6 section 1 letter e of GDPR for the purpose of conducting correspondence.

The personal data are obtained by the Controller directly from the data subject.

3. INFORMATION ON RECIPIENTS OR CATEGORIES OF RECIPIENTS OF PERSONAL DATA

Recipients of personal data may include:

- entities and public authorities entitled to receive data – only in justified cases and based on generally applicable laws;
- processors acting on behalf of the Controller (so-called data processors) entrusted with tasks involving data processing, particularly regarding e-mail services (Microsoft), hosting, ICT services.

4. INFORMATION ON INTENTION TO TRANSFER DATA TO A THIRD COUNTRY OR INTERNATIONAL ORGANIZATION AND ADEQUACY DECISIONS

As a rule, the Controller does not transfer personal data to a third country; however, the Controller utilizes Microsoft 365 services, which may result in the transfer of processed personal data to a third country.

Data transfer takes place in compliance with the rules set out under the EU-U.S. Data Privacy Framework, pursuant to the European Commission's Implementing Decision of 10 July 2023 (<https://www.dataprivacyframework.gov>). Under Microsoft Office services, data entered into Microsoft 365 will be processed and stored within a specified geographical location. According to Microsoft Office functionalities displayed in the



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administrative panel under "Organization Profile," it is specified that the data is processed within the territory of the European Union.

5. DATA RETENTION PERIOD OR CRITERIA USED TO DETERMINE THAT PERIOD

Personal data will be processed for the period of conducting correspondence.

6. INFORMATION ON DATA SUBJECT RIGHTS

Within the limits set out by GDPR, the data subject has the right to:

- a) access their personal data;
- b) obtain the rectification of their personal data;
- c) request the erasure of their personal data or the restriction of its processing;
- d) object to the processing of their personal data.

Due to the legal basis for the processing of personal data, the data subject does not have the right to data portability.

Requests to exercise the rights specified above may be submitted in writing to the Controller's correspondence address provided in Section 1 or via e-mail at: iod@pw.edu.pl

Data subjects also have the right to make a complaint with the President of the Office for Personal Data Protection (PUODO).

7. INFORMATION ON THE OBLIGATION TO PROVIDE DATA

Providing personal data is voluntary, yet necessary for conducting correspondence.

8. INFORMATION ON AUTOMATED DECISION-MAKING

The Controller does not use automated decision-making, including profiling within the meaning of the GDPR provisions.