

Information on personal data processing

Performing the legal obligation laid down in Article 13 of the GDPR,¹ the Polish-Japanese Academy of Information Technology provides the following information:

DATA CONTROLLER

The controller of personal data is the Polish – Japanese Academy of Information Technology, ul. Koszykowa 86, (02-008) Warsaw, telephone: +48 22 58 44 500 (hereinafter: "PJAiT" or "Controller").

DATA PROTECTION OFFICER

The Controller has appointed a Data Protection Officer who can be contacted in matters relating to personal data protection by email at: iod@pjwstk.edu.pl. The DPO can be contacted on all matters concerning the processing of personal data by PJATK and the exercise of rights related to the processing of personal data.

PURPOSE AND LEGAL BASIS OF PERSONAL DATA PROCESSING

Purpose of data processing: to carry out the university enrolment process

Data retention period: 6 months from the end of the recruitment process

Legal basis of data processing: voluntary consent (Article 6(1)(a) of GDPR)

Purpose of data processing: to keep copies of documents provided as part of the enrolment process in order to facilitate re-application in future enrolment

Data retention period: 2 years after the end of the recruitment process

Legal basis for data processing: legitimate interest persons interested in reapplying can rejoin the enrolment process without having to re-send copies of documents provided as part of the enrolment.

Purpose of data processing: to perform marketing and advertising activities and to send commercial information electronically – in particular in order to communicate the educational offer and information on PJAiT's current activities.

Data retention period: until consent is withdrawn

Legal basis for data processing: voluntary consent (Article 6(1)(a) GDPR)

RECIPIENTS OF PERSONAL DATA

The data will be processed by PJAiT staff and faculty and/or by persons employed by PJATK under civil law contracts – on the basis of authorisation to process personal data granted by the Controller.

The data may be transferred to processing entities under a data processing agreement or if required by the applicable law or in cases where the Controller has another legal basis.

RIGHTS OF THE CANDIDATES

Under the terms of the GDPR (depending on the purpose and legal basis), the Candidates have the right to request the Controller for access to their personal data, to rectify or complete the data, to erase it or to restrict their processing. They also have the right to object to the processing of their

personal data, to withdraw their consent to process their personal data at any time without affecting the lawfulness of the processing carried out on the basis of the consent before its withdrawal.

The candidate has the right to file a complaint with the supervisory authority - the President of the Office for Personal Data Protection. In order to exercise your rights, please contact the Data Protection Officer (iod@pjawst.edu.pl).

TRANSFER OF DATA TO THIRD COUNTRIES

Personal data will not be transferred outside the European Economic Area.

PROCESSING BY AUTOMATED MEANS

Candidates' personal data will not be processed by automated means and will not be subject to profiling, pursuant to Article 22 of the GDPR.

VOLUNTARY NATURE OF PERSONAL DATA PROVISION

The provision of your personal data is voluntary but necessary in order to enter the enrolment process.