

## **Information regarding processing of personal data**

### **Data controller**

The controller of your personal data is the University of Warsaw, with its headquarters at Krakowskie Przedmieście 26/28, 00-927 Warsaw.

You can contact the Data Administrator:

- by post: the University of Warsaw, Krakowskie Przedmieście 26/28, 00-927 Warsaw (indicate the organizational unit to which correspondence is addressed);
- by telephone: 22 55 20 000.

### **Data Protection Officer**

The controller has appointed a Data Protection Officer (DPO) supervising the correctness of personal data processing, who can be contacted via the following e-mail address: [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl);

The DPO can be contacted in all matters regarding the processing of your personal data by the University of Warsaw and use of your rights related with the processing of personal data.

The tasks of the DPO are not, however, to carry out other matters, such as providing information on volunteering, handling volunteer agreements, issuing certificates of volunteering, etc.

### **Purposes and legal grounds for processing**

Your personal data will be processed in order to conclude and implement the volunteer agreement, to comply with the legal obligations incumbent on the controller regarding the volunteer agreement, as well as for the same purposes regarding volunteer activities taking place without signing the volunteer agreement. After the conclusion of the agreement, your data will also be processed on the basis of the legitimate interest of the administrator, which are the establishment, exercise or defence of legal claims.

Your personal data in the remaining scope, which are not necessary to achieve the above purposes, can be processed on the basis of your consent expressed separately - e.g. consent to send information about volunteer offers.

The basis for the processing of personal data is Art. 6 (1) (a) (b) (c) and (f)<sup>1</sup>.

Consent to the processing of personal data can be withdrawn at any time, by sending an email to: [wolontariat@uw.edu.pl](mailto:wolontariat@uw.edu.pl). Please note that the withdrawal of consent does not affect the lawfulness of the processing that was carried out on the basis of consent before its withdrawal.

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<sup>1</sup> 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)

### **Data storage period**

Your data will be processed for the duration of the volunteer agreement or volunteer action, and after its completion for a period of six months regarding the implementation of legal obligations related to volunteering. In order to inform you about volunteer offers, your personal data will be processed until you opt out of receiving information about volunteer offers.

### **Data recipients**

Access to your personal data will be given to authorized employees of the University of Warsaw who must process your data regarding the volunteer agreement as well volunteer activities taking place without signing the volunteer agreement.

Your data may also be transferred to institutions / organizations cooperating with the Volunteer Centre of the University of Warsaw.

### **Transfer of data outside the European Economic Area (EEA)**

Your data may also be processed by Google - our provider of G-Suit for Education (with which we have signed a data processing agreement) in its data processing centres<sup>2</sup>. In addition, your data will be protected by the standards set out in the Privacy Shield approved by the European Commission<sup>3</sup>. This will provide your data with an appropriate level of security.

### **Rights related to data processing**

We guarantee you the exercise of all your rights on the terms set out by the GDPR, i.e. the right to:

- access to your data and receive a copy thereof;
- rectify your personal data;
- restrict the processing of personal data;
- erase personal data (with the reservation of the Art. 17 (3) GDPR);
- lodge a complaint to the President of the Personal Data Protection Office, if you believe that the processing of personal data violates the law on personal data protection.

### **Obligation to provide data and the consequence of not providing data**

Providing personal data to the extent necessary to conclude and implement a volunteer agreement, ensure the participation of volunteer activities and fulfilment of the legal obligation regarding volunteering is necessary. Providing other personal data is voluntary.

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<sup>2</sup> <https://www.google.com/about/datacenters/inside/locations/index.html>

<sup>3</sup> <https://www.privacyshield.gov>