



**DOCTORAL SCHOOL OF THE INSTITUTE
OF IMMUNOLOGY AND EXPERIMENTAL THERAPY
POLISH ACADEMY OF SCIENCES**

To fulfil the obligation arising from Article 13 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 (hereinafter: “GDPR”), we are enclosing information regarding personal data processing.

PERSONAL DATA CONTROLLER	<p>The Controller of your personal data is the Hirszfeld Instytute of Immunology and Exoperimental Therapy Polish Academy of Sciences (HIJET PAS) with its registered office in Wrocław at ul. Weigla 12 (53-114 Wrocław), entered in the register of institutes of the Polish Academy of Sciences, entry No. RIN-VI-56/98, NIP [Tax Identification Number]: 896-000-56-96, REGON [statistical register number]: 000325883.</p> <p>Personal Data Controller contact: <i>phone: +48 71 370 99 05</i> <i>e-mail: secretary@hirszfeld.pl</i></p>		
DATA PROTECTION INSPECTOR	<p>The Administrator appointed a Data Protection Officer by Order No. 12/2018 of 16 August 2018.</p> <p>The Inspector can be contacted by: <i>phone: +48 71 3709940</i> <i>e-mail: iod@hirszfeld.pl</i></p>		
PERSONAL DATA PROCESSING	Processing purposes	Legal basis	Processing period
	Fulfilment of rights and obligations in relation to the supervisor’s role in the award procedure of the doctoral degree at the Doctoral School of Hirszfeld Instytute of Immunology and Exoperimental Therapy Polish Academy of Sciences (HIJET PAS).	Article 6(1)(c) of GDPR (processing is necessary for the purposes of the Controller’s legal obligation) in conjunction with the provisions of the Act of 20 July 2018 – Law on Science and Higher Education and the executive provisions to that Act.	Personal data shall be processed until the end of the award procedure of the doctoral degree. After the expiry of the aforementioned period, personal data shall be kept in the archive.
	Entry of personal data into the POL-on System.	Article 6(1)(c) of GDPR (processing is necessary for the purposes of the Controller’s legal obligation) in conjunction with 345(1)(17) of the Act of 20 July 2018 – Law on Science and Higher Education	The exercise period, but no longer than the claims’ prescription period.
	Exercise of or defence against legal claims	Article 6 (1)(f) of GDPR (processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child)	The exercise period, but no longer than the claims’ prescription period.
Ensuring security at the Controller’s premises, keeping records of entrances and exits, and operating and maintaining video surveillance.	Article 6(1)(c) of GDPR (processing is necessary for the purposes of the Controller’s legal obligation).	In accordance with the relevant act in force at the Controller’s premises.	
CATEGORIES OF DATA RECIPIENTS	<p>Personal data may be disclosed to:</p> <p>a) the Controller’s administrative staff – in order to carry out activities related to the purposes indicated above;</p> <p>b) the entities with whom the Controller has a valid cooperation agreement, in particular entities providing accounting, legal, mailing, courier and IT services, including the entity operating the electronic Dean’s Office (e-dziekanat) system;</p>		



	<p>c) state authorities and offices, including: the Ministry of Science and Higher Education, the Central Statistical Office, the Mazovian Governor, the Tax Office, and the Social Insurance Institution;</p> <p>d) other entities with which the Controller cooperates for the above-mentioned purposes.</p>
TRANSFER OF DATA	<p>Personal data shall not be transferred outside the territory of the Republic of Poland.</p>
YOUR RIGHTS	<p>You have the right:</p> <p>a) to access your personal data (Article 15 of GDPR) – the right to obtain from the Controller confirmation as to whether or not your personal data are being processed, and if so, to obtain access to such data. The Controller shall provide you, upon request, with a copy of your personal data being processed. For any subsequent copies you may request, the Controller shall be entitled to charge a reasonable fee based on administrative costs;</p> <p>b) to have your personal data rectified (Article 16 of GDPR) – taking into account the purposes of the processing, you shall have the right to obtain, without undue delay, the rectification of inaccurate personal data and to demand that your incomplete personal data be completed;</p> <p>c) to have your personal data erased (“the right to be forgotten”) (Article 17 of GDPR) – the right to demand that your personal data be erased without undue delay. In this event, the Controller shall have the obligation to erase your personal data without undue delay where one of the following grounds applies: (i) the personal data are no longer necessary in relation to the purposes for which they were collected; (ii) the consent on which the processing was based has been withdrawn and the Controller has no other legal ground for the processing; (iii) the personal data have been unlawfully processed; (iv) the personal data have to be erased for compliance with a legal obligation. You cannot exercise the right to erase your personal data if the Controller is obliged, under applicable legal regulations, to further process personal data to the extent as defined by these regulations or for the purpose of establishing, exercising or defending legal claims;</p> <p>d) to restrict the processing of your personal data (Article 18 of GDPR) – the right to obtain from the Controller restriction of processing where one of the following applies: (i) you are contesting the accuracy of your personal data processed by the Controller; (ii) the processing of your personal data is unlawful but you have opposed to the erasure of that personal data; (iii) the Controller no longer needs your personal data for the purposes of the processing, but they are required for the establishment, exercise or defence of legal claims. If the right to restrict the processing of personal data has been exercised, the Controller may process your personal data, with the exception of their storage, only with your consent or in order to establish, exercise or defend legal claims, or to protect the rights of another natural or legal person, or on the grounds of important public interest;</p> <p>e) of portability of your personal data – under certain conditions (Article 21 of GDPR) – the right to receive your personal data processed by the Controller, in a structured, commonly used and machine-readable format, and the right to transmit those data to another entity. This right applies if data are processed under consent or in connection with an agreement or contract;</p> <p>f) to object – the right to object to the processing of personal data on the basis of the Controller’s legitimate interest (<i>i.e.</i> under Article 6 (1)(f) of GDPR). In this event, the Controller shall no longer be able to process your personal data for those purposes, unless there are compelling legitimate grounds or the data are needed to exercise legal claims. The right to object to data processing shall not apply if: (i) the processing of personal data is based on your consent – in this event, however, you may withdraw your consent, (ii) the processing is necessary for the performance of an agreement or contract to which you are a party, (iii) the processing is necessary for the fulfilment of a legal obligation by the Controller;</p> <p>g) to lodge a complaint with a supervisory authority for personal data protection, if the processing of your personal data is considered to be in violation of GDPR;</p> <p>h) to withdraw the consent (where personal data processing is based on consent) – the right to withdraw your consent to the processing of your personal data at any time. The withdrawal of consent shall not affect the lawfulness of processing based on such consent before its withdrawal.</p>



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CATEGORIES OF DATA	<p>We shall process those personal data which are necessary for the implementation of the above-mentioned purposes, in particular:</p> <ul style="list-style-type: none">a) data constituting proof of identity, such as first name and surname, PESEL [<i>personal identification number</i>], passport or identity card series and number, including other data recorded in these documents;b) data proving the level of education and information on academic achievements;c) contact data, such as telephone number, e-mail address, address of residence;d) other data necessary for the proper exercise of your rights and obligations, including bank account number, image, ORCID, other data related to the calculation of remuneration. <p>In addition, the Controller may process other categories of personal data insofar as the data cannot be classified to any of the groups indicated and the processing is carried out for the purposes set out in this notice or you have provided your data voluntarily.</p>
ADDITIONAL INFORMATION	<p>The provision of personal data is voluntary but necessary for performing the supervisor's role (excluding the processing based on consent. The withdrawal of consent shall not affect the lawfulness of processing based on such consent before its withdrawal).</p> <p>Personal data shall not be used for automated decision-making or for profiling purposes.</p>