

**Information on the processing of personal data
in connection with accommodation in the House of the Research Employee**

1. Personal data controller

In accordance with 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 (general rules and regulations regarding the data protection), hereinafter referred to as „GDPR”, the controller of your personal data is the University of Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw.

You can contact the administrator using one of the forms available on the website: <https://www.uw.edu.pl/kontakt/>.

2. Data Protection Officer (DPO)

The controller has appointed a Data Protection Officer who can be contacted on matters concerning your personal data by sending a message to: iod@adm.uw.edu.pl. The DPO can be contacted on all matters concerning the processing of your personal data by the University of Warsaw and your exercise of rights in relation to the processing of personal data.

However, it is not the responsibility of the DPO to deal with other matters such as the handling of accommodation matters in the DPN (the House of the Research Employee).

3. Aims, legal basis and duration of processing

Your personal data will be processed in connection with the provision of accommodation services in the House of the Research Employee at 9/11 Smyczkowa Street, 02-678 Warsaw for the following purposes:

- the conclusion and execution of the concluded rental agreement - prior to the conclusion of the agreement and for the duration of the agreement (legal basis: Article 6(1)(b) of the GDPR);
- fulfilment of accounting and tax obligations - for a period of 5 years from the end of the calendar year (legal basis: Article 6(1)(c) of the GDPR);

In justified cases, your data may additionally be processed for the investigation, defence and establishment of possible claims under the concluded contract - for a period of up to 3 years after the end of the contract (legal basis: Article 6(1)(f) the GDPR).

Your personal data will be processed to the extent necessary for the performance of the concluded contract. All other personal data will be processed when this is necessary for the exercise of a right or the fulfilment of an obligation arising from a legal provision or other applicable regulations.

In justified cases, special categories of your personal data (so-called sensitive data) referred to in Article 9 of the GDPR will only be processed for the purpose of complying with a legal obligation or after you have given your separate consent to their processing.

All your other data will be processed in specific cases after you have given your separate consent to its processing (Article 6(1)(a) of the GDPR), which you have the right to withdraw at any time. We would also like to remind you that your withdrawal of consent does not affect the lawfulness of the processing carried out on the basis of your consent prior to its withdrawal (Article 7(3) the GDPR).

4. Data recipients

Your personal data may be made available to entities authorised by law. Your personal data will also be accessed by authorised employees of the controller who need to process your personal data as part of their duties and tasks.

Recipients of the data may also be other entities commissioned by the controller to perform certain activities which require the processing of personal data, e.g. entities providing security services for property and persons, postal and courier services, transport services, etc.

Your business data may also be transferred to parties to contracts concluded by the Administrator, if this is necessary for the execution of these contracts and arises from the contract concluded.

5. Transfers of data outside the European Economic Area (EEA)

Your data may also be processed by our G-Suit provider for education, Google, in its data centres¹.

6. Rights of data subjects

Under the terms of the GDPR, you have the right to:

- to have access to their data and to receive a copy of their data;
- rectify (amend) your personal data;
- to restrict the processing of personal data;
- erasure of personal data (subject to Article 17(3) of the GDPR);

You also have the right to lodge a complaint with the President of the Office for Personal Data Protection if you consider that the processing of your personal data violates the law.

7. Information on data requirements

The provision of your personal data to the extent required by law and other regulations for the performance of contractual tasks is necessary to conclude contract with you. The provision of other personal data is entirely voluntary.

¹ <https://www.google.com/about/datacenters/locations/index.html>