

Note: the English version of this document is for information purposes only

## APPLICATION for persons extending their accommodation in the ASHR

1. Name and surname .....

2. Faculty / other organisational unit of the UW (in the case of doctoral students from Doctoral Schools, the Doctoral School should also be indicated).....

UW email address: ....., phone number: ....., age: .....

UW employees – position: .....

Date of work commencement: from ..... to..... / for indefinite period of time. /SAP data/

Doctoral student – the ..... year of studies/ the.....year of continuing education: from ..... to ...../USOS data/

3. The applicant is applying for the allocation of a housing unit for himself / herself only: YES  ..... NO .....  
together with .....(indicate a number) following persons - name and surname, degree of kinship and age in case of children

1) ..... 2).....

3) ..... 4).....

4. Applicant's address of permanent residence: .....

- **certificate confirming permanent residence address issued by local authorities (for individuals with permanent residence registered in Warsaw or within the distance of up to 70 km) – number of persons residing at the address, degree of kinship, number of rooms, are of the premises, name and surname of the main tenant or owner.**

5. Address of permanent residence of the persons listed under point 3:

- **certificate confirming permanent residence address issued by local authorities (for individuals with permanent residence registered in Warsaw or within the distance of up to 70 km) – the data as indicated in point 4**

6. Information regarding the current accommodation in the ASHR: Number of the housing unit occupied .....

Type of a housing unit: one-room  two-room  two-room for two persons

7. Additional information about accommodation:.....

**I hereby declare that I have read:**

- Information on the personal data processing in connection with the ASHR accommodation
- Rules and Regulations for the use of the Academic Staff Hall of Residence of the University of Warsaw
- ASHR House Rules

I hereby confirm that the above data are accurate and complete by my own handwritten signature

Date: .....

.....

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**OPINION OF THE SCIENTIFIC SUPERVISOR / DIRECT SUPERVISOR**

**OPINION OF THE HEAD OF THE ORGANISATIONAL UNIT**

## **Information on personal data processing in connection with accommodation in the Academic Staff Hall of Residence**

### **1. Personal Data Controller**

Pursuant to 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 Data Protection Regulation), hereinafter referred to as "GDPR", the controller of your personal data is the University of Warsaw, 26/28 Krakowskie Przedmieście Street, 00-927 Warsaw.

You may contact the data controller using one of the selected forms provided at: <https://en.uw.edu.pl/contacts/>

### **2. Data Protection Officer (DPO)**

The Data Controller has appointed Data Protection Officer whom you can contact in matters concerning your personal data, by sending an email to [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl). You can contact DPO in all matters concerning the processing of your personal data by the University of Warsaw and the exercise of your rights related to the processing of personal data.

However, the DPO responsibilities do not include the handling of other matters, such as the ones related to the accommodation in the Academic Staff Hall of Residence (ASHR).

### **3. Purposes, legal basis and period of processing**

Your personal data will be processed in connection with the provision of accommodation in the Academic Staff Hall of Residence at 9/11 Smyczkowa Street, 02-678 Warsaw for the following purposes:

- the conclusion and execution of the concluded rent agreement - prior to the conclusion of the agreement and for the duration of the agreement (legal basis: Article 6, section 1, point 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, section 1, point c of the GDPR);

In justified cases, your data may be further processed for the purpose of investigating, defending and establishing possible claims under the concluded agreement - for a period of up to 3 years after the end of the agreement (legal basis: Article 6, section 1, point f of the GDPR);

Your personal data will be processed to the extent necessary for the execution of the concluded agreement. All other personal data shall 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 shall 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 shall be processed in specific cases after you have given your separate consent to their processing (Article 6, section 1, point a of the GDPR), which you have the right to withdraw at any time. However, we would also like to remind you that your consent withdrawal does not affect the lawfulness of the processing carried out on the basis of your consent given prior to its withdrawal (Article 7, section 3 of the GDPR)

### **4. Data recipients**

Your personal data may be made available to entities authorised by law. Access to your personal data shall also be granted to the controller's authorised employees who need to process your personal data as part of their work duties and tasks.

Recipients of the data may also be other entities to whom the controller will commission the performance of specific activities which involve the necessity to process personal data, e.g. entities providing property and personal security services, postal and courier services, transport services, etc.

Your professional data may also be disclosed to the parties to contracts concluded by the Controller, if this is necessary to execute such contracts and arises from the contract concluded.

#### **5. Data transfer outside the European Economic Area (EEA)**

Your personal data may be also processed by our provider of G-Suit for education by Google Company in their data processing centres<sup>1</sup>.

#### **6. Rights of data subjects**

Under the GDPR, you have the right to:

- access data and to receive copies of the actual data;
- rectify (correct) your personal data;
- restrict processing of personal data;
- erase personal data (subject to Article 17, section 3 of the GDPR);

You are also entitled to lodge a complaint to the President of the Data Protection Office, if you believe that the processing of personal data violates the law on the protection of personal data.

#### **7. Information on mandatory provision of data**

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 an agreement with you. The provision of other personal data is entirely voluntary.

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