form for children of UW employee

Application
for "educational voucher" benefit in 2025

1. Applicant's name and surname ....

2. Telephone ....

3. Employee's PESEL number I__I I__I I__I I__I I__I I__I I__I I__I I__I I__I I__I or SAP number ....

4. I hereby apply for an "educational voucher" benefit for the following eligible persons, i.e. my own child/children, adopted children of the deceased employee, whom I have been granted legal custody of **(enter child's name and surname together with date of birth)**:

   1. .... 2. ....

   3. .... 4. ....

   5. .... 6. ....

   - The benefit is granted to children that are continuing their education and aged 6 (from 1st grade of primary school) to 19.
   - If the child has reached the age of 18, the application must be accompanied by **a certificate from the school** confirming the child's attendance to secondary school in the 2025/2026 school year.

5. I raise a child/children, who due to their illness, require(s) permanent care and assistance of other persons in performing social roles and completing everyday functions in connection with a significantly reduced possibility of independent living (regardless of the child's age): [__] **YES** [__] **NO**

   > **If the answer is "YES", it is necessary to attach to the application a certificate from an institution authorised to assess the degree of disability, in accordance with § 4, section 4 of the University Social Benefits Fund Rules and Regulations.**

6. I am a single parent: [__] **YES** [__] **NO**

7. I hereby declare that the average gross monthly income per family member, calculated in accordance with the

   principles set out in § 7, sections 6-9 of the University Social Benefits Fund Rules and Regulations is: PLN....................

   (table p.2)

I hereby declare that the above data are accurate and complete.
I further declare that I have read and understood the following information clause (p.2) regarding the processing of personal data I have provided in connection with the submission of this application.

Payment of the benefit will be made in the manner provided for the payment of remuneration.

....
(application submission date)

....
(applicant's signature)

On the basis of the above statement, an **"education voucher" benefit** has been granted in the amount of:

.....................x PLN.....................

....
(stamp and signature of a BSSOC employee)

Information on personal data processing

Personal Data Controller

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:
- by post: The University of Warsaw, 26/28 Krakowskie Przedmieście Street, 00-927 Warsaw (please, indicate a relevant organisational University unit as an addressee);
- by phone: 22 55 20 000.

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. 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.

Purposes, legal basis and period of processing

Your personal data will be processed in connection with the granting, payment and settlement of the benefit from the University Social Benefits Fund [pl. ZFŚS]: "educational voucher" for the purpose of fulfilling the Controller's legal obligations (according to Article 6, section 1, letter c of the GDPR[1])

Your personal data will be processed in accordance with the applicable legislation for a period of 5 years from the end of the calendar year in which the benefit of the University Social Benefits Fund was disbursed.

Data recipients

The Controller's authorised employees who need to process your personal data as part of their work duties and tasks shall also have access to your personal data. Your personal data may be disclosed to entities authorised on the basis of legal provisions.

The recipients of the data may also be other entities to which the controller will commission the performance of specific activities that require the processing of personal data, e.g., entities providing document destruction services.

Rights in relation to the processing of personal data

We shall also guarantee the implementation of all your rights pursuant to the provisions of GDPR, and especially 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);
- 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.

Information on mandatory provision of data

Providing your personal data is voluntary; However, failure to provide the personal data indicated in the application will prevent the application from being accepted, processed and the payment of the "educational voucher" benefit.

Information clauses:
- for the applicant (employee, pensioner, disability pensioner, other benefit applicants)
- for other persons whose data are processed in connection with a UW employee, pensioner or disability pensioner application for a benefit from University Social Benefits Fund [pl. ZFŚS]

they can also be found at https://bssoc.uw.edu.pl/ and on notice boards at the seat of the Office for Personnel Social Benefits.

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)

Table for point 8.

Average gross monthly income per family member		Gross amount of benefit
a) for children of employees, pensioners/disability pensioners, deceased employees/pensioners/disability pensioners		
	up to PLN 1,400.00	**PLN 500.00**
more than PLN 1,400.00	up to PLN 2,800.00	**PLN 400.00**
	more than PLN 2,800.00	**benefit shall not be granted**
b) for children of employees, pensioners/disability pensioners, who are single parents		
	up to PLN 2,100.00	**PLN 500.00**
more than PLN 2,100.00	up to PLN 4,200.00	**PLN 400.00**
	more than PLN 4,200.00	**benefit shall not be granted**