

Personal data processing notice

Data Controller

The University of Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw is the Controller of your personal data processed as part of the research conference entitled "100th anniversary of the Polish civil service"

You can contact the Controller:

- via mail: University of Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw (indicate the organizational unit that is the addressee of the correspondence);
- by phone: 22 55 20 000.

Data Protection Officer (DPO)

The Controller has appointed a Data Protection Officer (DPO) who may be contacted via e-mail at: iod@adm.uw.edu.pl.

You may contact the DPO in all matters regarding your personal data processing by the University of Warsaw and executing your rights related to personal data processing.

However, the DPO's duties shall not include other matters, such as providing information about the conference.

Purposes of and legal basis for processing

Your personal data shall be processed for the purpose of your registration and participation in the conference entitled "100th anniversary of the Polish civil service"

If you are not paying the conference fee: The basis for personal data processing is provided by Article 6(1)(a) of the GDPR (personal data processing consent).

You may withdraw your consent for personal data processing at any time, for example, by sending an e-mail to the following address : sluzba.cywilna@uw.edu.pl .

Please also be reminded that withdrawal of your consent shall not affect the lawfulness of processing based on your consent before its withdrawal

If you are paying the conference fee: The basis for processing personal data marked as "mandatory data" in the registration form is Article 6(1)(b) of the GDPR – the data is necessary for the performance of the contract, to which the data subject is a party. Then personal data shall be processed pursuant to the provisions of Article 6(1)(c) of the GDPR – the processing is necessary to fulfill a legal obligation. The legal obligation arises from additional tax and accounting laws that are binding for the Controller.

Data retention period

If you are not paying the conference fee: Your data shall be processed for the period necessary to achieve the purpose indicated above; thereafter, it shall be deleted.

If you are paying the conference fee: Your personal data shall be processed for the duration of the conference, then for the period required by the tax and accounting laws. The data shall be deleted afterwards.

Data recipients

Access to your personal data shall be granted to authorized employees, associates and/or students of the University of Warsaw who must process your data in relation to the conference.

Entities that the Controller commissioned to perform certain activities entailing the necessity to process personal data may also be data recipients. In order to ensure appropriate protection of personal data we signed data processing agreements with such recipients.

The data may also be shared with parties authorized pursuant to the provisions of law.

Data transfers outside of the European Economic Area (EEA)

Registration for the event is performed using the forms and drives provided by Google. Your data shall be processed by Google, our G-Suite for education service provider (with whom we have signed a personal data processing agreement) at their data processing centers¹.

Rights connected with data processing

We guarantee you the ability to exercise all your rights according to the principles specified by the GDPR, i.e. the right to:

- access the data and receive a copy;
- rectify (correct) your personal data;
- restrict personal data processing;
- erase personal data (subject to Article 17(3) of the GDPR);
- lodge a complaint with the President of the Personal Data Protection Office if you believe that the personal data processing violates the personal data protection laws.

Obligation to provide data and consequences of failure to provide data

Providing the data marked as “mandatory” is obligatory. If you do not provide your data, you shall not be able to take part in the conference. Providing other data indicated in the form is not necessary to take part in the conference.

Moreover, we would like to inform you that photographs will be taken during the conference, which will later be published on the website and social media of the University of Warsaw.

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