



UNIVERSITY  
OF WARSAW



UNIVERSITY OF WARSAW  
Faculty of Economic Sciences

.....  
(country, city, date)

.....  
(name and surname of the student)

.....  
(programme studied)

.....  
(index number)

.....  
(address)

.....  
(e-mail/phone number)

**dr Dominika Gadowska-dos Santos**

Vice-Dean of Student Affairs WNE UW

**Authorisation to pick a diploma  
together with diploma duplicates and supplement and/or other documents\***

I, the undersigned, PESEL/ID number....., hereby certify that

I authorise Mrs/Mr ..... ,

PESEL/ID number ....., residing in .....

..... ,

to pick from the Faculty of Economic Sciences, University of Warsaw the following documents on my behalf:

- ☐ The original of the diploma from the I cycle / II cycle studies\*
- ☐ The duplicate/duplicates of the diploma from the I cycle / II cycle studies in Polish\*
- ☐ The duplicate of the diploma from the I cycle / II cycle studies in .....  
(please indicate the language)\*
- ☐ The original of the diploma supplement\*
- ☐ The duplicate of the diploma supplement in Polish\*
- ☐ The duplicate of the diploma supplement in English\*
- ☐ Other documents (please specify)\* .....

.....  
(the original legible signature of the student)

\* delete as appropriate

## Information clause in the process of collecting documents on behalf of a student/graduate

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 Data Protection Regulation), hereinafter "GDPR", we inform you that:

1. The University of Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw is the Controller of your personal data. You can contact the Controller using one of the forms provided on the website: <https://www.uw.edu.pl/kontakt/>.

2. The Controller has appointed a Data Protection Officer (DPO) who may be contacted via e-mail at: [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl) on matters concerning your personal data.

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 public information on the possibility of collecting your diploma, accepting authorisations to collect your diploma.

3. Your personal data shall be processed for the purpose of:

- verification of the identity of the person authorised to issue a diploma of completion of studies together with the copies and supplement and other documents for the duration of the verification (legal basis Article 6(1)(c) of the GDPR);
- the investigation, defence and establishment of possible claims - for a period of up to 6 years from the date of issue of the documents to which you are entitled (legal basis: Article 6(1)(f) of the GDPR).

4. Your personal data may be made available to entities authorised pursuant to the provisions of law. Access to your personal data will also be granted to authorised employees of the Controller who need to process your personal data as part of their duties and tasks. 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 security services for property and persons, postal and courier services, transport services.

5. Under the terms of "GDPR" you have 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);
- and file an objection.

You also have the right to 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.

6. Your provision of personal data is necessary for the purpose intended, and in case of failure to provide the data, the receipt of the indicated documents will not be possible.

*I have read and understood the information on the processing of my personal data.*

.....  
signature of the authorised person