

## Information about processing of personal data

### 1. Data Controller

Data controller of your personal data in the process of verifying the achieved learning effects/outcomes is the University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa.

Contact with the data controller:

- by mail sent to University of Warsaw, Krakowskie Przedmieście 26/28, 00-927 Warszawa (please indicate the organisational unit to which the correspondence is addressed);
- by phone: 22 55 20 000.

### 2. Data Protection Officer (DPO)

Controller has designated Data Protection Officer whom you may contact via email at [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl). You may contact the DPO in all matters relating to your personal data processing by the University of Warsaw and exercise of rights in relation to the processing of personal data.

The DPO, however, does not proceed other matters, like providing information on the principles of verification of learning effects/outcomes.

### 3. Purpose and legal grounds of data processing

Personal data in the form of audio and video recordings will be processed in order to verify the learning outcomes achieved in the study program, in particular conducting credits and exams completing specific classes and diploma exams, outside the university seat using information technology ensuring control of their course and registration.

The basis for the processing of personal data is Art. 6 (1) (c) of the GDPR<sup>1</sup> - processing is necessary to fulfill the legal obligation incumbent on the administrator. The legal obligation results from the provisions of the Law on higher education and science and executive acts issued on its basis, as well as internal University of Warsaw regulations.

### 4. Data storage period

Personal data processed for the purpose indicated in point 4 (recordings) will be processed for the period necessary to achieve the intended purpose, and after 14 days from the date of the exam or crediting will be deleted.

### 5. Data recipients

Access to your personal data will be granted to authorised employees or associates of the University of Warsaw the processing of which is in the scope of their duties.

Recipients of your data may also include entities who will be commissioned by the controller to perform specific activities involving personal data processing. To ensure the highest standard of

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<sup>1</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32016R0679>

personal data protection, an agreement entrusting personal data processing will be signed with these entities.

## **6. Transfer of data outside the European Economic Area (EEA)**

Your personal data may also be processed by our provider of G-Suit for education service, Google (with whom we have a signed agreement entrusting personal data processing) in their data processing centres<sup>2</sup>. In addition, your data will be protected by the standards set out in the Privacy Shield, approved by the European Commission<sup>3</sup>. This will provide you data with the appropriate level of security.

## **7. Your rights related to data processing**

We guarantee you the exercise of all your rights on the terms set out by the GDPR, namely:

- the right to access your data and receive its copy;
- the right to rectify your personal data;
- the right to restrict processing of your personal data;
- the right to erase your personal data (subject to Art. 17 (3) of the GDPR);
- the right to lodge a complaint to the President of the Personal Data Protection Office, if you believe that the processing of your personal data violates the law on personal data protection.

## **8. Obligation to provide data and the consequence of not providing data**

Providing your personal data in the scope resulting from law is necessary to participate in the process of verifying the achieved learning effects/outcomes.

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<sup>2</sup> <https://www.google.com/about/datacenters/inside/locations/index.html>

<sup>3</sup> <https://www.privacyshield.gov>