

Date: …………………………..

**DATABASE ACCESS REQUEST FORM FOR RESTRICTED DATA**

1. Personal Information
	* Full name: ……………………………………………………………………………………………………
	* Student ID number: ……………………………………………………………………………………………………
	* Email address: ……………………………………………………………………………………………………
	* Faculty: ……………………………………………………………………………………………………
2. I am interested in accessing the following database (database name and year):

…………………………………………………………………………………………………………………………………………

1. Purpose of access:

…………………………………………………………………………………………………………………………………………

1. Academic Supervisor / Course Instructor / Scientific Advisor:

…………………………………………………………………………………………………………………………………………

1. I consent to the storage of my personal data by the Data Protection Officer at the Faculty of Economic Sciences, University of Warsaw, in accordance with the attached “Information on the Processing of Personal Data”.
2. Confidentiality Clause:

Being aware that the provided data is the property of the University of Warsaw and cannot be freely shared, I hereby commit to:

* Utilizing the data obtained through the access granted exclusively for educational and/or scientific purposes as defined by my academic advisor;
* Maintaining the confidentiality of the data obtained;
* Ensuring the security of electronic devices and the confidentiality of stored data;
* Using the provided data strictly for personal purposes and not sharing it with others;
* Deleting the provided data upon the completion of the research project.

 ………………………………………………………

 Signature

**Information on the Processing of Personal Data**

**Data Controller**

The controller of your personal data is the University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw.

You can contact the controller via:

* **Mail:** University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw (please specify the organizational unit to which correspondence is addressed);
* **Phone:** +48 22 55 20 000.

**Data Protection Officer (DPO)**

The controller has appointed a Data Protection Officer (DPO) who can be contacted via email at: iod@adm.uw.edu.pl.

You can contact the DPO for all matters related to the processing of your personal data by the University of Warsaw, as well as to exercise your rights concerning personal data processing.

Please note that the DPO's responsibilities do not include handling other issues, such as providing information about data obtained for research purposes.

**Purposes and Legal Basis for Data Processing**

Your personal data will be processed by the Data Access Coordinator at the Faculty of Economic Sciences for the purpose of providing access to data purchased from external entities as part of the project entitled *"Economic Efficiency"* conducted at the Faculty of Economic Sciences.

The legal basis for processing your personal data is Article 6(1)(a) of the GDPR (consent)[[1]](#footnote-1).

You may withdraw your consent at any time by, for example, sending an email to: jacek.liwinski@uw.edu.pl. Please note that withdrawing consent does not affect the legality of processing carried out based on your consent before its withdrawal.

**Data Retention Period**

Your data will be processed for the duration of the *"Economic Efficiency"* project and, after its completion, for a period of 10 years.

**Recipients of the Date**

Authorized employees or collaborators of the University of Warsaw, who must process your data in connection with agreements with external entities, will have access to your personal data.

**Transfer of Data Outside the European Economic Area (EEA)**

Your data may also be processed by our G-Suite for Education service provider, Google (with whom we have a data processing agreement), in their data processing centers[[2]](#footnote-2).

**Rights Related to Data Processing**

We guarantee the exercise of all your rights as outlined in the GDPR, including the right to:

* access your data and obtain a copy of it;
* rectify (correct) your personal data;
* restrict the processing of your personal data;
* delete your personal data (subject to Article 17(3) of the GDPR);
* lodge a complaint with the President of the Office for Personal Data Protection if you believe that the processing of your personal data violates data protection regulations.

**Obligation to Provide Data and Consequences of Non-Provision**

Providing your data is necessary for the proper execution of agreements with external entities that supply reports and statistical data. Providing additional data that is not required for such agreements is voluntary.

1. 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 - GDPR). [↑](#footnote-ref-1)
2. https://www.google.com/about/datacenters/inside/locations/index.html [↑](#footnote-ref-2)