

Information on processing of personal data

According to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons concerning the processing of personal data and the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), OJ 2016 L 119/1, SGH Warsaw School of Economics informs that:

1. Controller

The controller of personal data is SGH Warsaw School of Economics with its seat in Warsaw, al. Niepodległości 162, hereinafter referred to as SGH.

2. Data Protection Officer

You may contact the Data Protection Officer designated by SGH via e-mail iod@sgh.waw.pl.

3. The purposes and legal basis of the processing of personal data

The data you provide and that the SGH processes (such as name, surname, album number, field of study, their level and semester, grade point average, foreign language test scores, points for activities in student organizations) will be processed to conduct the selection procedure for student exchange programs and – if you qualify – for the process of organizing your mobility abroad, for the purpose of accounting and documenting.

The legal basis for processing of personal data is:

- point (c) of Art. 6 (1) GDPR (a necessity for compliance with a legal obligation), point (e) of Art. (1) GDPR (a necessity for the performance of a task carried out in the public interest) and The Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws [Dz.U.] of 2022 item 574 as amended);
- point (b) of Art. 6 (1) GDPR (processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject before entering into a contract).

4. The recipients or categories of recipients of the personal data

Your data will not be shared with other entities, except for:

- entities authorized under the law;
- entities which process personal data based on contracts;
- partner university where you leave;
- institutions supervising exchange programs and imposing reporting obligations - Foundation for the Development of the Education System (FRSE)

5. Transfer of personal data to the third countries

In the case of taking part in a program held by a university which is based outside the European Union and the European Economic Area, the transfer of personal data to this university will involve the transfer of data to a third country. The legal basis for the transfer is:

- in the case of Argentina, Israel, Japan, South Korea, Switzerland or New Zealand - Art. 45 (1) GDPR (European Commission's decisions on the adequate protection of personal data)
- in the case of Australia, Azerbaijan, Brazil, Canada, Colombia, Chile, China, Egypt, Georgia, Hong Kong, India, Mexico, Montenegro, Peru, the Philippines, South Africa, Singapore, Taiwan, Thailand, Uruguay, the United States, Venezuela, United Kingdom or Vietnam –

Point (b) Art. 49 (1) GDPR (transfer is necessary for the performance of a contract). There is no adequacy decision by the European Commission concerning these countries.

6. Obligation to provide personal data and consequences of failure to provide such data

Providing personal data is necessary for participating in the application process. Failure to provide personal data will make it impossible for you to participate in the application process.

7. The period for which the personal data will be processed

Your data will be processed during the application process, then for the duration of storing of financial and accounting documentation, processing for archiving and reporting purposes in accordance to applicable law as well as rules of exchange programs. If you qualify for mobility abroad, processed in accordance with the course of study, and then will be archived and stored for 50 years.

8. The rights of the data subject

You have the right to access and rectify your data and restrict the processing thereof.

You have the right to object, on grounds relating to your particular situation, to the processing of personal data based on point (e) of Article 6 (1) GDPR.

9. Automated individual decision-making and profiling

No automated decision-making will be conducted based on your data. The system allows automatic verification of the fulfillment of the recruitment criteria, but this is only a function that supports the processing of applications by university staff.

10. The right to lodge a complaint

You have the right to lodge a complaint with a supervisory authority if you consider that the processing of your personal data infringes upon GDPR.