

Application for Social Assistant's support for a person with ASD studying at the SGH Warsaw School of Economics

As a person with ASD, studying at the SGH Warsaw School of Economics, I apply for the support provided by the Social Assistant for the period of

Basic information:

Name and surname:

Album (report card) no.:

E-mail address (in the sgh.waw.pl domain):

Contact phone number:

Information on studies (applies to students):

Level of studies: first-cycle studies second-cycle studies

Form of studies: full-time part-time

Study programme:

Semester of studies:

Information on education at the SGH Doctoral School (applies to doctoral students):

Selected education programme:

Semester during which training is provided:

Additional information:

1. I was diagnosed with autism spectrum disorder: Yes No

2. I have a disability certificate or degree of disability certificate or other equivalent document: Yes No

3. During my studies at SGH, I benefit from another form of support for people with special needs: Yes No

If so, please specify the form of support:

4. I also have another disability: Yes No

If so, please specify the type of disability:

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6. In addition, I struggle with other difficulties, of which the Social Assistant should be aware, so that they can act accordingly in case these difficulties occur:

- Yes No

If so, please specify the type of difficulties (e.g., epilepsy, diabetes, allergies, hypersensitivity to light/sound) and how the Social Assistant should behave if these difficulties occur:

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7. I attach a document confirming my autism spectrum disorder (e.g. degree of disability certificate, expert opinion, autism spectrum diagnosis):

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Information on the expected support from the Social Assistant

1. Support in understanding messages conveyed by non-academic staff at SGH:

- Yes No

2. Support in communicating my needs to non-academic staff at SGH:

- Yes No

3. Support in understanding messages conveyed by SGH academics teaching classes:

- Yes No

4. Support in communicating my needs to SGH academics teaching classes:

- Yes No

5. Support in resolving contentious situations arising between myself and other members of the SGH academic community:

- Yes No

6. Support in the timely completion of administrative matters related to studies/education at the SGH Doctoral School, enrolment in classes through the university's IT systems, use of the SGH Library, etc.:

- Yes No

7. Support in organising own work:

- Yes No

8. I also need support in other matters related to functioning in the SGH academic community, i.e.:

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In view of my need for support in the aforementioned matters, I give my permission for an employee of the Office for Accessibility and Support for People with Disabilities to contact the relevant staff of the SGH Warsaw School of Economics to discuss matters related to this issue (e.g. in order to propose an appropriate solution as to the support provided to me): Yes No

Information on the expectations of a person acting as the Social Assistant

I would like to choose the person of my preference to serve as my Social Assistant: Yes No

If so, please provide the details of this person (name, email address, contact phone number):

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Warsaw,

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(Applicant's signature)

Information on the principles of personal data processing by the SGH Warsaw School of Economics

1. Data controller

The controller of personal data is the SGH Warsaw School of Economics with its registered office at al. Niepodległości 162, 02-554 Warsaw.

2. Data Protection Officer

The data controller has appointed a Data Protection Officer who can be contacted via e-mail: iod@sgh.waw.pl.

3. Purpose of personal data processing

The purpose of processing personal data is to review the application for support provided by the Social Assistant to a person with ASD currently studying at the SGH Warsaw School of Economics.

4. Legal basis for personal data processing

Personal data will be processed on the basis of Article 6(1)(e) and Article 9(1)(g) 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 repealing Directive 95/46/EC (General Data Protection Regulation) (OJ EU L 119, 4.5.2016, p. 1, as amended), hereinafter: "GDPR", in conjunction with Article 11(1)(6) of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2022, item 574, as amended ¹⁾) and Articles 6 and 7 of the Act on Ensuring Accessibility for Persons with Special Needs of 19 July 2019 (Journal of Laws of 2022, item 2240).

5. Recipients of personal data

Personal data may be made available to entities authorised by law, authorised employees/co-workers of the Data Controller (including Social Assistants and the Assistant Leader to the extent necessary for them to properly provide the support as granted), as well as to entities entrusted by the Data Controller with the processing of personal data on the basis of concluded contracts, and these entities will be obliged to maintain the confidentiality of the processed data.

¹⁾The amendments to the consolidated text of the aforementioned Act were published in Journal of Laws of 2022, item 583, 655, 682, 807, 1010, 1079, 1117, 1459, 2185 and 2306, and of 2023, item 212.

6. Voluntary provision of personal data

The provision of personal data is voluntary, but failure to provide this data means that an application for Social Assistant's support for a person with ASD studying at the SGH Warsaw School of Economics may not be considered.

7. Duration of personal data processing

Personal data will be processed for the duration of the support provided by the Social Assistant and thereafter for the duration of the retention of archival records, in accordance with the applicable.

8. Rights in relation to the processing

You have the right to:

- 1) request access to the content of personal data and to receive a copy of it, in accordance with Article 15 of the GDPR;
- 2) request the rectification (amendment) of personal data in the cases as referred to in Article 16 of the GDPR;
- 3) request the erasure of personal data in the cases as specified in Article 17 of the GDPR;
- 4) request the restriction of the processing of personal data in the cases specified in Article 18 of the GDPR;
- 5) lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data violates the GDRP.

9. Automated decision-making

Your personal data will not be subject to automated decision-making pursuant to Article 22 of the GDPR, including profiling.