

INFORMATION ON PROCESSING OF PERSONAL DATA

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 Controller or 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 processing of personal data

Your personal data will be processed for the purpose of conducting the selection process for Central Europe Connect – A Joint Certificate Program, hereinafter referred to as CEC Program, including maintaining contact with the candidates – and in case of participation in CEC Program your data will be processed for the purposes of organizing and conducting classes as part of the CEC Program and documenting your course of the studies.

The legal basis for processing of personal data is point (c) and (e) of Art. 6 (1) GDPR¹ (necessity for compliance with a legal obligation to which the controller is subject and necessity for the performance of a task carried out in the public interest) with the provisions of The Act of 20 July 2018 – Law on Higher Education and Science².

4. The recipients of the personal data

If the controller uses the services of other entities, personal data may be disclosed to them based on contracts for entrusting the processing of personal data, and these entities will be obliged to maintain the confidentiality of the data processed.

Personal data of participants, such as: name, surname, student register number, sex and e-mail address, will be disclosed to partnership universities in order to enable participation in CEC Program.

5. Voluntary data provision

Providing personal data is voluntary, but if you do not provide it, you will not be able to participate in selection process and CEC Program.

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

The data of CEC Program participants will be processed for the duration of the studies, and then for 50 years for archival purposes, in accordance with applicable law. Personal data of the candidates who were not selected for participation in CEC Program will be processed for the period necessary to conduct the appeal procedure, and then for archival purposes, in accordance with applicable law. The data of students who will resign from CEC Program due to reasons other than unforeseeable circumstances will be processed until conclusion of the selection process for CEC Program in the following academic year, and then for archival purposes, in accordance with applicable law.

7. Automated individual decision-making, including profiling

Your data will not undergo profiling and no automated decision-making will be conducted based on these data.

8. The rights of data subject

You have the right to access, correct your personal data, right to obtain from Controller restriction of processing of your personal data, and, in the cases provided for by law, to erase your personal data.

You have a right to object to processing of your personal data on grounds relating to your particular situation.

9. The right to lodge a complaint

You have the right to lodge a complaint with a supervisory authority, i.e. the President of the Office of Personal Data Protection, if you consider that the processing of your personal data infringes upon GDPR.

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).

² The Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws [Dz.U.] of 2023 item 742).