Appendix No. 1 to the Rules and Regulations for Granting Support to Persons with Special Needs at the SGH Warsaw School of Economics

# Application for granting support to a person with special needs

Pursuant to § 3(1) of the Rules and Regulations for Granting Support to Persons with Special Needs at the SGH Warsaw School of Economics, constituting an appendix to Regulation No. 45 of the Rector of the SGH Warsaw School of Economics of 30 August 2023 on the introduction of the Rules and Regulations for Granting Support to Persons with Special Needs at the SGH Warsaw School of Economics, I kindly ask to be granted support in the academic year

/ , for the period of[[1]](#footnote-2):

* winter semester
* summer semester
* other, i.e.

in the form of:

Warsaw, ..............................

(applicant’s signature)

## Part 1 (to be completed by a person with special needs):

1. Name and surname:

2. Relationship to SGH (e.g. student, doctoral candidate, applicant for employment at SGH):

1. Album number (applies to students and doctoral candidates):

1. Level of study (applies to students)1:

□ first-cycle degree programme

□ second-cycle degree programme

1. Mode of study (applies to students)1:

□ full-time

□ part-time

1. Field of study: (applies to students):
2. Selected study programme (applies to doctoral candidates):

1. Name of the postgraduate programme (applies to postgraduate students):
2. Name of the course or training (applies to participants of a course and training):
3. Position and organisational unit of SGH where one is employed (applies to SGH employees and associates):

## Part 2 (to be completed by the person with special needs): data for the exclusive information of the Office for Accessibility and Support for People

**with Disabilities, as well as the SGH Archives (during the period of retention of archival records):**

1. Type of disability (if applicable):
2. Degree of disability (if applicable):
3. Special needs:

1. Barriers and difficulties in accessing services offered by the School:

1. Approximate onset date of special needs:
2. Time period when special needs will be experienced (validity date of relevant certificate or expected period of support):

Appendices to the application:

1. Relevant certificate (disability certificate or other equivalent document) – YES/NO[[2]](#footnote-3)
2. medical records – YES/NO2
3. medical specialist opinion – YES/NO2

# Information on the principles of processing personal databy 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.

1. Data Protection Officer

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

1. Purpose of personal data processing

The purpose of personal data processing is to examine the application for support to a person with special needs and to provide the support (if granted), as well as to keep archival records, in accordance

with the applicable provisions.

1. Legal basis for personal data processing

Personal data shall be processed pursuant to Article 6(1)(b) of the Regulation (EU) 2016/679 of the European Parliament and of the Council (EU) 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) (OJ L 119, 4.5.2016, p. 1, as amended), hereinafter referred to as “GDPR”. In the case of special categories of personal data, the data will be processed pursuant to Article 9(2)(b) of the GDPR, in connection with the provisions of the Act of 20 July 2018. – Law

on Higher Education and Science (Journal of Laws of 2023, items 742, 1088, 1234 and 1672);

1. Recipients of personal data

Personal data may be disclosed to the entities authorised by law, as well as to the entities entrusted by the Controller with the processing of personal data pursuant to the concluded agreements, including agreements on entrustment of personal data processing, and the entities shall be obliged to keep the processed data confidential.

1. Voluntary provision of personal data

Provision of personal data is voluntary, however, if you do not provide your data, your application for granting support to a person with special needs shall not be processed.

1. Duration of personal data processing

Personal data will be processed for the period necessary to process an application

for granting support to a person with special needs and thereafter for the period when such support is provided and the period of retention of archival records, in accordance

with the applicable provisions.

1. Rights in relation to personal data 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;

1. request the rectification (amendment) of personal data in the cases as referred to in Article 16 of the GDPR;
2. request the erasure of personal data in the cases as specified in Article 17 of the GDPR;
3. request the restriction of the processing of personal data in the cases specified in Article 18 of the GDPR;
4. 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;
5. withdraw your consent to the processing of your personal data in case the data are processed on the basis of such consent, e.g. in the circumstances referred to in § 8(3) of the Rules and Regulations for Granting Support to Persons with Special Needs at the SGH Warsaw School of Economics, constituting an appendix to the Regulation No. 45 of the Rector of the SGH Warsaw School of Economics of 30 August 2023

on the introduction of the Rules and Regulations for Granting Support to Persons with Special Needs at the SGH Warsaw School of Economics (consent to the transfer of the application to another organisational unit of the SGH Warsaw School of Economics); consent to the processing of personal data may be withdrawn at any time, which shall not affect the legal compliance of the data processing performed before its withdrawal.

1. Automated decision-making

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

## Part 3 (to be completed by a staff member of the Office for Accessibility

**and Support for People with Disabilities)**

**Recommendation of the Office for Accessibility and Support for People with Disabilities on the granting / refusal to grant support to a person with special needs**

Comments from the staff member of the Office for Accessibility and Support for People with Disabilities

Pursuant to § 4(5) of the Rules and Regulations for Granting Support to Persons with Special Needs at the SGH Warsaw School of Economics, constituting an appendix to Regulation No. 45 of the Rector of the SGH Warsaw School of Economics of

30 August 2023 on the introduction of the Rules and Regulations for Granting Support to Persons with Special Needs at the SGH Warsaw School of Economics[[3]](#footnote-4):

1. I recommend to grant the applicant the following support he/she applied for:

1. I recommend not to grant the applicant the support he/she applied for.

Statement of reasons:

In the event of issuing the recommendation referred to in point 2, which is considered as a decision not to grant support, the applicant has the right to appeal against the decision to the Rector within 14 days of its delivery.

Warsaw, ..............................

(seal and signature)

## Part 4 (to be completed by the relevant decision-maker)

**Decision to grant / refuse to grant support to a person with special needs**

Pursuant to § 4(1) of the Rules and Regulations for Granting Support to Persons with Special Needs at the SGH Warsaw School of Economics, constituting an appendix to Regulation No. 45 of the Rector of the SGH Warsaw School of Economics of 30 August 2023 on the introduction of the Rules and Regulations for Granting Support to Persons with Special Needs at the SGH Warsaw School of Economics,

for Mr/Ms I hereby decide

in the academic year / , for the period of[[4]](#footnote-5):

* winter semester
* summer semester
* other, i.e.

to grant / not to grant[[5]](#footnote-6) you the support you have applied for.

Statement of reasons:

The decision taken with regard to the case may be appealed against to the Rector, within 14 days of its delivery.

Warsaw, ..............................

(seal and signature)

1. Tick as appropriate. [↑](#footnote-ref-2)
2. Delete as appropriate. [↑](#footnote-ref-3)
3. Delete as appropriate. [↑](#footnote-ref-4)
4. Tick as appropriate. [↑](#footnote-ref-5)
5. Delete as appropriate. [↑](#footnote-ref-6)