**INFORMATION ON PROTECTION OF PERSONAL DATA RELATED TO THE USE OF THE SGH**

**ACCOUNT**

**1. Controller**
The controller of personal data is SGH Warsaw School of Economics with its seat in Poland, 02-554 Warsaw, at 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 the legal basis of personal data processing**
Your personal data will be processed for the purpose of ensuring the possibility of use the SGH Account, including enabling two-factor authentication, pursuant to Article 6 paragraph 1 point (f) of the GDPR  (the legitimate interests pursued by SGH is to create conditions for dealing with university matters and ensure IT security).

**4. Obligation to provide personal data**
Providing personal data shall be mandatory. In case of refusal to provide personal data will not be possible to use the IT resources.

**5. Recipients of the personal data**
Your data will not in principle be disclosed to other entities, except entities authorized under the law. If the controller uses the services of other entities, personal data may be disclosed to them on the basis of contracts entrusting the processing of personal data, and these entities will be obliged to preserve the confidentiality of the data being processed.

**6. The period for which the personal data will be processed**
Personal data will be processed for the duration of the use of the SGH Account, then for the duration of the storage of information necessary to pursue any claims.

**7. Rights of data subject**
You have the right to access your personal data, the right to their rectification, restriction of the processing and, in cases provided by law, their erasure. You have right to object to processing on grounds relating to your particular situation.
No automated decision-making will be conducted based on your personal data.

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