**Registration form**

**Office of Accessibility and Support for People with Disabilities**

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

1. Name and surname:

2. Relationship to the SGH (e.g., undergraduate student, doctoral student, employee)

1. Album number (applies to undergraduate students and doctoral students): ……….
2. Study cycle (applies to undergraduate students):1

£ first-cycle programmes

£ second-cycle programmes

1. Form of studies (applies to undergraduate students):1

£ stationary

£ part-time

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

1. The name of the postgraduate programme (applies to postgraduate students):
2. The name of the course or training (applies to the participants of the course and training):
3. The position and organisational unit of the SGH where the person concerned is employed (applies to employees and associates of the SGH):

1. Telephone number ……………………………………………………………………………
2. E-mail address (in the SGH domain):

## Part 2 (to be completed by the person with special needs) – data for the exclusive attention of the Office of Accessibility and Support for Persons

**with Disabilities, as well as the SGH Archives (for the duration of the 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 the services offered by the School:

1. Approximate date when special needs arose:
2. Duration of special needs (expiry date of the relevant decision or expected period of support):

Appendices to the application:

relevant certificate (disability certificate or other equivalent document) – YES/NO[[1]](#footnote-2)

1. medical records – YES/NO2
2. specialist opinion – YES/NO2
3.

Date, place……………..

Applicant’s signature……………………

# Comments from the Head of the Office of Accessibilityand Support for People with Disabilities

………………….

Signature of the employee of the Office of Accessibility and Support for People with Disabilities

# 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 Warszawa.

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 processing personal data is to process an application for support to a person with special needs and to implement support (if granted), as well as to keep archival records, in accordance with applicable regulations.

1. Legal basis for the processing of personal data

Your 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 of 27 April 2016 on the protection of individuals 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

 EU L 119 of 4.5.2016, p. 1, as amended), hereinafter referred to as "GDPR". In the case of personal data belonging to special categories, it will be processed on the basis of 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 2023, item 742, 1088 and 1234).

1. Recipients of personal data

Personal data may be made available to entities authorised by law, as well as to entities entrusted by the Data Controller with the processing of personal data on the basis of concluded agreements, including agreements on entrustment of personal data processing, and these entities will be obliged to keep the processed data confidential.

1. Voluntary provision of personal data

Provision of personal data is voluntary, but failure to do so means that an application for support for a person with special needs cannot be processed.

1. Duration of personal data processing

Personal data will be processed for the duration necessary to process an application for support to a person with special needs, and thereafter for the duration of implementation of the support and retention of archival records, in accordance with applicable regulations.

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;
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 GDPR;
6. to withdraw consent to the processing of personal data in the case they are processed on the basis of such consent, e.g. in the situation referred to in § 8(3) of the Regulations for Providing Support to Persons with Special Needs at the SGH Warsaw School of Economics, attached to the Rector’s Regulation No. 45 of the SGH Warsaw School of Economics dated ... 2023 on the introduction of the Regulations for Providing 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), with the understanding that consent to the processing of personal data may be withdrawn at any time, which does not affect the legality of the processing performed before its withdrawal.
7. Automated decision-making

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

1. Delete as appropriate. [↑](#footnote-ref-2)