

GDPR INFORMATION CLAUSE

concerning the processing of personal data in connection with applying for a financial assistance by doctoral students of the Doctoral School of the Eugeniusz Geppert Academy of Art and Design in Wrocław

Pursuant to Article 13 and, where applicable, Article 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR), we hereby inform you that:

1. Personal Data Controller

The Controller of your personal data is the Eugeniusz Geppert Academy of Art and Design in Wrocław, with its registered seat at pl. Polski 3/4, 50-156 Wrocław, hereinafter referred to as the "Academy".

2. Contact with the Data Protection Supervisor

In matters concerning the processing of personal data and the exercise of rights under the GDPR, you may contact the Academy's Data Protection Supervisor using the contact details provided on the Academy's official website.

3. Purposes and Legal Bases for Personal Data Processing

Your personal data will be processed for:

- a) accepting and evaluating the application for financial assistance;
- b) verifying the circumstances justifying the award of the assistance, including the doctoral student's temporary difficult life situation;
- c) conducting proceedings, issuing, and delivering the decision concerning the award or refusal of the financial assistance;
- d) paying out the awarded assistance;
- e) fulfilling obligations related to documenting, accounting for, and auditing the expenditure of the Academy's own funds;
- f) considering applications for reconsideration of the case and any proceedings concerning the recovery of unduly received benefits;
- g) fulfilling archival obligations arising from legal provisions.

The legal bases for processing personal data are:

- Article 6(1)(c) of the GDPR – processing is necessary for compliance with a legal obligation to which the controller is subject;
- Article 6(1)(e) of the GDPR – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

in conjunction with the relevant provisions of the Act of 20 July 2018 – Law on Higher Education and Science, in particular Article 209a, as well as provisions governing administrative proceedings, financial management, and documentation archiving.

4. Scope of Personal Data Processed

Within the framework of the proceedings for awarding a financial assistance, the Academy may process, to the extent necessary to evaluate the application:

- a) identification data of the doctoral student, in particular name, surname, and information concerning doctoral student status;
- b) contact and address details;
- c) bank account number necessary for paying out the assistance;
- d) information concerning the doctoral student's life, family, and material situation;
- e) information on events justifying the application for a financial assistance;
- f) data contained in documents confirming the occurrence of specific circumstances, in particular civil status records, certificates, damage reports, and administrative decisions;
- g) health data of the doctoral student or members of their immediate family, exclusively to the extent necessary and legally permissible to evaluate the grounds for awarding the financial assistance;

h) personal data of members of the doctoral student's immediate family, provided they are necessary to document the circumstances constituting the basis of the application.

The Academy processes only data that are adequate, relevant, and limited to what is necessary for the specified purposes.

5. Recipients of Personal Data

Personal data may be disclosed to persons authorized to process them within the Academy, in particular employees of relevant organizational units, members of the Financial Assistance Committee for Doctoral Students, and persons authorized to make decisions in matters concerning the award of assistance.

Data may also be transferred to entities providing IT, postal, banking, legal, or archival services to the Academy, to the extent necessary for the provision of such services, as well as to authorities and institutions entitled to receive them under applicable law.

6. Personal Data Retention Period

Personal data will be stored for the period necessary to conduct the proceedings, pay out and account for the benefit, and fulfill the legal obligations of the Academy.

Subsequently, the documentation will be stored for the period resulting from applicable provisions on archiving and accounting, as well as the relevant office and archival regulations and the uniform file classification scheme used at the Academy.

7. Rights of Data Subjects

In connection with the processing of personal data, you have the right, under the rules set out in the GDPR to:

- access your personal data;
- rectify your data;
- restrict the processing of your data;
- erase your data, in cases provided for by the provisions of the GDPR;
- object to the processing of data, where the legal basis for processing is Article 6(1)(e) of the GDPR.

The exercise of these rights may be subject to limitations arising from legal provisions, in particular in connection with the obligation to retain case documentation.

8. Right to Lodge a Complaint

If you consider that the processing of your personal data violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Personal Data Protection Office, ul. Stanisława Moniuszki 1A, 00-014 Warsaw.

9. Requirement to Provide Personal Data

Providing the personal data required to evaluate the application is necessary to conduct the proceedings for awarding financial assistance.

Failure to provide data or documents necessary to demonstrate the circumstances justifying the award of the assistance may result in the inability to process the application positively, and in the case of failure to remedy required formal defects—leaving the application without consideration, in accordance with applicable provisions.

10. Automated Decision-Making

Personal data will not be used for automated decision-making, including profiling.

11. Transfer of Data Outside the European Economic Area

The Academy does not foresee transferring personal data outside the European Economic Area in connection with the implementation of the financial assistance procedure, provided that the organizational and IT solutions used do not require such transfer.