

INFORMATION
concerning the processing of personal data of the Candidates for PhD students
by Pedagogical University of Cracow

Based on art. 13 (and/or) 14 of 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) (The Journal of Laws of EU L.2016.119.1 of 04.05.2016 – hereinafter referred to as “Regulation” or “RODO”), we inform that:

- 1) Pedagogical University of Cracow is Personal Data Administrator (address: ul. Podchorążych 2, 30-084 Kraków, website: www.up.krakow.pl). You may contact Personal Data Administrator via email: info@up.krakow.pl or write to the correspondence address indicated in the first sentence;
- 2) The candidates, who submitted their data, may contact Data Protection Supervisor appointed by the Administrator in cases concerning: processing personal data, the use of the rights related to processing personal data, by writing to the email address: iod@up.krakow.pl or the address of Data Administrator, mentioned in pt. 1.
- 3) Pursuit to know the truth and passing knowledge from generation to generation are the values, which constitute the foundation of the activity of the University. The university realises a mission of particular importance for the country and the nation because it makes a key contribution into the innovativeness of economy, contributes to the development of culture, co-forms moral standards mandatory in public life. The mission of the system of higher education and science is to have the best quality of education and scientific activity, forming civic attitudes, as well as the participation in social development and in creating economy based on innovations. The university, in accordance with its mission, processes personal data to carry out a task done in public interest or within exercising public authority conferred to the administrator and to conduct legal duties incumbent on Data Administrator and resulting from Higher Education Act of 20th July 2018 (The Journal of Laws of 2018, item 1668, as amended) and executive acts as well as the regulations related to archiving based on art. 6 item 1 letter c) and e) of RODO. The basic tasks of the University, in accordance with art. 11 of Higher Education Act are: running education at university, at post-graduate studies and in other forms of education; conducting scientific activity, the provision of education for PhD students; educating and promoting university personnel; creating conditions for disabled people to fully participate in the process of admitting to university to gain knowledge, in education, in conducting scientific activity, educating students in sense of responsibility for the Polish nation, national tradition, strengthening democratic rules and respecting human rights; creating conditions for the development of students' physical education; popularising and increasing achievements in science and culture, including collecting and making available library, informational and archival resources; acting in favour of local and regional communities and deliberately managing students' dormitories. The university processes personal data for allowing the use of own resources of the Main Library of Pedagogical University and materials of other libraries based on art. 6 item 1 letter c of RODO, in particular with reference to art. 49 item 2 of Higher Education Act of 20th July 2018 (The Journal of Laws item 1668, as amended) and art., 4 item 1 pt. 2 of Library Act of 27th June 1997 (The Journal of Laws of 2018 item 574, as amended).

The university processes personal data also by storing, securing and making available archival resources stored in the Archive of Pedagogical University based on art. 6 item 1 letter c) and e) of RODO with reference to art. 49 item 3 of Higher Education Act of 20th July 2018 (The Journal of Laws of 2018 item 1668, as amended) and Act on National Archival Resources and Archives (in particular art. 22 item 1, art. 23, art. 35 item 1) (The Journal of Laws of 2019, item 553, as amended).

- 4) The collected personal data may be made available to entities and public authorities authorised to process personal data based on the regulations of generally applicable law and to entities processing personal data at the request of the administrator with reference to the task assigned to them.
- 5) The administrator will be processing the collected personal data for the period of time essential to conduct statutory tasks of the University, including the period of recruitment procedure (the data of people, which were not entered in the register of PhD students will be stored for the period of 6 months since the termination of the recruitment), education and for the period of archiving. The recruitment to Doctoral School, in accordance with art. 200 of Higher Education Act of 20th July 2018, takes place by way of a competition based on the regulations defined in the resolution no. 4/29.04.2019 of the Senate of Pedagogical University of Cracow of 29th April 2019 in case of: the principles and criteria of recruitment to Doctoral School in Pedagogical University of Cracow in the academic year 2019/2020. The admission to Doctoral School takes place by entering the list of PhD students. The refusal to admit to Doctoral School takes place by means of the administrative decision. The petition for the reconsideration of the case may be filed in response to the decision made. The results of the competition are public and will be announced on the website: www.upkrakow.pl

The period of filing the records for the particular people studying at University are the following:

1. full-time and part-time students – archival category BE50 – the records are filed for the period of 50 years, subsequently they are subject to the analysis, which is conducted by the State Archive in Cracow, subsequently making a decision on the subsequent period of filing the records or deleting them (in the list of files it is class 451 – Students’ personal files),
2. Students of post-graduate-studies – archival category B50 - Records are filed for 50 years, and subsequently, each time after a decision made by State Archive, are subject to deletion (in the list of files it is class 563 – students’ record),
3. Students in PhD programme – archival category A – records are filed indefinitely (in the list of files it is class 5131 – PhD students’ personal files).

The afore-mentioned periods of filing are defined based on “The List of Files” and “Office Instructions” as well as “Archival Instruction”. The documents at the University are applicable since 1st January 2010, they were implemented by the Rector’s Order no. R-10/2009 of 29th April 2009. The afore-mentioned documents were prepared and agreed with State Archive in Cracow and approved by this institution.

In addition, based on § 11 of the Regulation of the Minister of Science and Higher Education of 6th March 2019 in case of data processed in POL-on – The Integrated System of Information on Science and Higher Education (The Journal of Laws of 2019, item 496, as amended) in relation to art. 353 of Higher Education Act of 20th July 2018 – the University Rector: 1) enters data into the list of PhD applicants within 21 days since the admission day of a PhD applicant to Doctoral School or since the day of the application submission for granting the degree of Doctor in the external mode; 2) updates data in the list of PhD applicants within 21 days since the occurrence of a change or since obtaining information about this change; 3) marks data in the list of PhD applicants as archival ones within 21 days since granting the PhD degree or removing a PhD

applicant from the list of PhD applicants. Data in the list of PhD applicants are stored for the period of 20 years, counted since the years following the marking of these data as archival ones. After this period the Rector immediately deletes archival data from the list of PhD applicants. In accordance with art. 345 of Higher Education Act of 20th July 2018, the following information is placed in the list of PhD applicants: 1) name(s) and surname; 2) PESEL (Personal Identification No.) PESEL, and in case of its lack – a number of a document certifying the identity and the name of the country, which issued it; 3) the electronic identification of a scholar compliant with international standards; 4) citizenship; 5) information about the form of preparation of PhD dissertation, which is mentioned in art. 197; 6) information about Doctoral School – in case of PhD applicants; 7) in case of foreigners: a) name of the country a foreigner was born in, b) information about the admission to Doctoral School and studying there, c) information about possessing Polish Card; 8) year of birth, 9) sex; 10) information about the amount of PhD scholarship; 11) information about the increase of PhD scholarship, which is mentioned in art. 209 item 7; 12) a discipline or disciplines or a field, in which a PhD dissertation is prepared; 13) information about granting a PhD degree; 14) the starting date of studying in Doctoral School, the date and period of suspension, the date of termination of education in Doctoral School or the date of removal from a list of PhD applicants; 15) information about mid-time mark; 16) information about artistic and scientific achievements; 17) name(s) and surname of a supervisor and PESEL number, and in case of its lack – a number of a document certifying the identity and the name of the country, which issued it, and a place of employment; 18) information about employment, which is mentioned in art. 209 item 10 pt. 1 and 2. The access to the data contained in the list is attributed to: 1) the minister, the ministers supervising universities, The Council of Scientific Perfection (Pol. RDN), The Committee of National Education (Pol. KEN), Polish National Agency for Academic Exchange (Pol. NAWA), National Science Centre Poland (Pol. NCN), The National Centre for Research and Development (Pol. NCBiR) and the president of The Polish Academy of Sciences (Pol. PAN), 2) rectors, rectors of universities run by churches and other religious associations, the directors of the institutes of The Polish Academy of Sciences, the directors of research institutes and the directors of international institutes – within data related to PhD applicants in the institutions run by them; 3) the minister relevant for family cases to: a) to enable the relevant authorities and governors to verify the right to family benefits, which are mentioned in the Act on Family Benefits of 28th November 2003, to benefits from maintenance fund, which are mentioned in the Act on Assistance for People Entitled to Maintenance of 7th September 2007, b) monitor the way of realising family benefits and benefits from maintenance fund by the relevant authorities or governors – within data, which are mentioned in item 1 pt. 1, 2, 6 and 14); 4) to commune mayors, mayors and city presidents to verify the right to Big Family Card – within data, which is mentioned in pt. 1, 2, 6 and 14; 4a) to governors – to conduct the proceedings in case of granting a permit or withdraw a temporary residence permit – within data, which is mentioned in item 1 pt. 1, 2, 4, 6-11, 13, 14 and 18; 4b) Head of Office for Foreigners – to conduct the proceedings in case of granting a permit or withdraw a temporary residence permit, in case of objection, which is mentioned in art. 149b item 1 pt. 5 of the Foreigners Act of 12th December 2013, and consultation in accordance with art. 68-71 of this Act – within data, which is mentioned in item 1 pt. 1, 2, 4, 6-11, 13, 14 and 18; 4c) to Commander-in-Chief of the Border Guard and the commanders of the branches of the Border Guard and the commanders of divisions of the Border Guard – to do their tasks, in particular the ones defined in art. 1 item 2 pt. 2 of the Act on the Border Guard of 12th October 1990 – within data, which are

mentioned in item 1 pt. 1, 2, 4, 6-11, 13, 14 and 18; 5) to other institutions, if other acts provide so.

6) The person, whose data are listed is entitled, depending on the legal status of processing, to make use of their entitlements based on regulations of law, including, to:

- a) have access to their personal data, or to obtain a confirmation from Data Administrator if their personal data are processed. If data are processed, they are entitled to obtain access to them and to obtain the following information: about the objectives of processing, categories of personal data, recipients or categories of recipients, who data were revealed or will be revealed to, about the period of storing data or about the criteria of their establishment, about the right to demand of correction, deletion or restriction in processing personal data attributed to a user, and to appeal against such processing (art. 15 RODO);
- b) obtain copies of data being subject to processing, whereby the first copy is free, but the administrator may charge a fee for subsequent copies in the reasonable amount, resulting from administrative costs (art. 15 item 3 RODO);
- c) to correct personal data, which are not true or to fill in incomplete data (art. 16 RODO);
- d) delete data, if Data Administrator does not have the legal basis for their processing or these data are no longer essential for the purposes of their processing (art. 17 RODO);
- e) restrict the processing, when: a person, whose data are included questions the correctness of personal data – for the period allowing the administrator to verify the accuracy of these data; processing is inconsistent with the law, and the person, whose data are included objects to their deletion, demanding the restriction in using them; the Administrator does not need these data anymore, but they are necessary for the person, whose data are involved to establish, pursue or defend the claims; the person, whose data are included objected to their processing until the time of stating that the legitimate basis on the part of the Administrator is superior towards the basis of objection of the person, whose data are included;
- f) transfer data, or to obtain them in structured, commonly used format available for machine reading of personal data related to the person, who delivered them to the Administrator, and to demand the transfer of these data to other administrator, if these data are processed on the basis of the consent of the person, whose data are involved, or the agreement concluded with them or if these data are processed in an automatized way (art. 20 RODO);
- g) raise an objection towards processing their personal data in legally justified purposes of the administrator, due to reasons related to their special situation, including profiling. Then, Data Administrator evaluated the existence of legally justified basis for processing, superior towards interests, rights and freedom of the people, whose data are included or a basis to establish, pursue or defend a claim. If, in accordance with the evaluation, the interests of the person, whose data are included, will be more important than the administrator's interests, the administrator will be obliged to stop processing data for these reasons (art. 21 RODO);
- h) make a complaint to the President of the Personal Data Protection Office, in case of acknowledgment that processing of personal data violates the provisions of the Regulation.

7) Personal data provision during the recruitment procedure, as well as during the studies is optional, but essential to carry out duties incumbent on the Administrator. The application to Doctoral School is equal to give consent to process one's personal data included in the form and other documents, based on art. 6 item 1 letter a) RODO. The scope of data required in the forms and documents is restricted to the vital minimum, whose limits are defined by a

legislator in legal acts, in particular within the scope of higher education and science. The downloaded data will not be used for other reasons than to carry out statutory tasks of the University. A PhD applicant may be obliged to provide additional data, including sensitive data, in accordance with art. 9 item 2 of RODO, due to legal requirements related to take up studies in Doctoral School within a given academic discipline or the necessity to carry out the entitlements by the University. Processing personal data by the University for other purposes than the ones defined in pts. 3, 7, 8 is legal when a person whose data are included, will give consent for that.

- 8)** The area of the University, due to the necessity to keep order and security as well as protection of property, was covered with visual monitoring. The legal basis to use monitoring is constituted by art. 6 item 1 letter c) of RODO in relation to art. 50 of Higher Education Act of 20th July 2018 (The Journal of Laws of 2018, item 1668, as amended) and art., 5a item 1 of Act of 16th December 2016 on the Principles of the Management of State Property (The Journal of Laws of 2018 item 1182 as amended). The collected personal data in a form of image will be processed for the period of carrying out the task, which is mentioned in the first sentence in pt. 8, however not longer than for 3 months. The period of storing personal data may be prolonged each time to the period of the legally binding termination of the proceedings, in case, in which the recordings constitutes the evidence that the University gained knowledge that they may constitute evidence in this case.
- 9)** Personal data processed for purposes defined in the Information will not be transferred without the consent of the people owning the data to other countries or international organisations.
- 10)** The submission of application documents to Doctoral School means getting familiar with the resolution no. 4/29.04.2019 of the Senate of Pedagogical University of Cracow of 29th April 2019 in case: of principles and criteria of recruitment to Doctoral School in Pedagogical University of Cracow in the academic year 2019/2020 and with the Information about processing personal data.