

## Information Clause

### For Individuals Applying for Studies at VIZJA University

As of May 25, 2018, the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 – known as "GDPR") has been in effect. In accordance with Article 13(1) and (2) of the GDPR, we provide the following information:

#### 1. Who is responsible for your personal data?

The **data controller** is VIZJA University (UV) in Warsaw, located at ul. Okopowa 59, 01-043 Warsaw.

Email: zgloszenia@vizja.pl

#### 2. Why do we collect your data and what is the legal basis?

Your personal data will be processed for the following purposes:

##### A. Based on your consent (Article 6(1)(a) GDPR):

- To carry out the student recruitment process.
- To provide information about UV's scientific, educational, and academic activities.
- To deliver our newsletter, which includes:
  - University news and events
  - Invitations to open meetings
  - Competitions and special offers
  - Updates on our educational programs and promotional campaigns

##### B. For legal and contractual purposes:

- **To comply with legal obligations** (Article 6(1)(c) GDPR):  
Required by the Polish Higher Education Law and other regulations.
- **To fulfill your educational agreement** with UV (Article 6(1)(b) GDPR):  
For example, managing your tuition and course records.
- **To pursue UV's legitimate interests** (Article 6(1)(f) GDPR):  
Such as defending or establishing legal claims.

#### 3. Is providing data mandatory?

Providing your data is **voluntary**, but **necessary** to participate in the recruitment process and to receive further services from UV.

#### 4. Who will receive your data?

Your data may be shared with:

- Authorized university staff (e.g., the admissions committee)
- Third-party service providers, such as:
  - Postal and courier companies
  - IT and legal service providers
  - Accounting firms
  - Recruitment partners working on behalf of UV
- Public authorities or institutions, if required by law

## **5. What are your rights?**

You have the right to:

- Access your data and receive a copy
- Correct or delete your data
- Limit how your data is processed
- Object to data processing
- Transfer your data to another entity
- Withdraw your consent at any time (in writing or by email)

## **6. Where can you file a complaint?**

If you believe your data is being processed unlawfully, you can file a complaint with the **Polish Data Protection Authority (UODO)**.

## **7. How long will we keep your data?**

Your data will be stored for as long as it is necessary to fulfill the above purposes. It may also be retained afterward to meet legal requirements or for the duration of any potential claims.

## **8. Will your data be processed automatically?**

Yes, your data **may be processed automatically**, including profiling. This helps UV tailor communications and services to your needs.

## **Consent Statements**

☐ *I have read the information clause and consent to the processing of my personal data by VIZJA University for the recruitment process and related academic activities.*

☐ *I have read the information clause and consent to receive the newsletter from VIZJA University, including updates on events, offers, and other university activities.*