

## **INFORMATION ON THE PROCESSING OF PERSONAL DATA – Contacting the University**

**Personal Data Controller is Vistula University**, Stokłosy 3, 02-787 Warszawa, e-mail address: [info@vistula.edu.pl](mailto:info@vistula.edu.pl),

**Contact details of the Data Protection Officer**, e-mail address: [iod@vistula.edu.pl](mailto:iod@vistula.edu.pl)

**Personal data will be processed** solely for the purposes of considering your application or answering questions asked by e-mail, telephone or via the contact form or chat, providing assistance in the recruitment process and, if necessary, presenting the University's offer, which is our legitimate interest in the event when a person contacting us asks for such information. If the application concerns another university from the Vistula Group of Universities, it will be forwarded to that university for further processing.

Data processing will continue until the submitted application has been processed or, in some cases, until expiration of claims.

**Data recipients** are our service providers who have been entrusted with the processing of personal data based on a contract, in particular, entities such as Call Centers and IT service providers.

### **Transferring data to third countries (i.e. outside the European Economic Area)**

Due to the use of IT solutions from external suppliers, e.g. Microsoft, it may be necessary to transfer personal data to recipients in third countries, but we ensure that the data is appropriately secured. For that purpose, we cooperate only with entities based on Standard Contractual Clauses approved by the European Commission, while maintaining appropriate measures to guarantee the security of processed data at least at the level applicable in the European Union.

Providing data is voluntary, but in some cases necessary to process the application.

### **Rights related to the processing of Personal Data**

You have the right to:

- access your data and to demand its correction,
- restrict data processing or to delete it ("right to be forgotten")
- object to the processing of personal data

To exercise the above rights, you may contact us or our Data Protection Officer. Contact details are provided above.

In addition, the data subject has the right to lodge a complaint with the President of the Personal Data Protection Office.