

Please be advised that the Personal Data Administrators are individual universities of the **Vistula Group of Universities**, according to the field of study for which the candidate is applying, i.e., Vistula University, the Vistula School of Hospitality, the University of Business in Wrocław,

Personal data will be processed in particular for the purpose of administering the user's account on the website and recruiting for the selected field of study. **Detailed information on data processing.**

INFORMATION ON THE PROCESSING OF PERSONAL DATA

Personal Data Controllers are individual universities of the **Vistula Group of Universities**, according to the field of study for which the candidate is applying.

Data Controllers' data:

- Vistula University, Stokłosy 3, 02-787 Warsaw, e-mail: info@vistula.edu.pl,
- Vistula School of Hospitality, Stokłosy 3, 02-787 Warsaw, e-mail: info@vistula.edu.pl,
- University of Business in Wrocław, Ostrowskiego 22, 53-238 Wrocław, e-mail: rektorat@handlowa.eu

In the case of registering a candidate's account without his/her applying for a selected field of study, the Data Controller as regards administering the candidate's account is additionally the university whose field of study was initially selected by the candidate. The legal basis for data processing is the consent expressed by registering an account, Art. 6 section 1 letter a the GDPR. The data will be processed until the account is deleted by the candidate or the candidate submits a request to close the account.

The Controllers have appointed **Data Protection Officers** who can be contacted via e-mail:

- Vistula University - iod@vistula.edu.pl
- Vistula School of Hospitality - iod@vistula.edu.pl
- University of Business in Wrocław - rodo@handlowa.eu

Purpose, legal basis and the period of personal data processing

- administering the user's / candidate's account on the recruitment website. The legal basis for data processing is the voluntary consent of the person expressed by creating an account on the website. All data entered in the candidate's account for the purpose of submitting the application are kept at the candidate's account at all times. Data processing will take place until the account is deleted, individual data is deleted, or an account closure request is submitted.
- recruitment for a selected field of study. The legal basis for data processing is the necessity to process data in connection with the legal obligation incumbent on the Controller, i.e., is the Act of July 20, 2018 - Law on Higher Education and Science. The data will be processed until the recruitment process is completed. Data marked as voluntary and not resulting from the above provisions are processed on the basis of consent expressed by providing the data in the form.
- in the case of voluntarily provided data regarding disability, the data processing is based on the premise of Art. 9 section 2 letter g, related to securing an important public interest, which is implementation of tasks related to providing people with disabilities with conditions allowing their full participation in the process of admission to studies, doctoral schools, education at studies and doctoral schools or in conducting scientific activities, to which we are obliged in accordance with the provisions the Law on Higher Education and Science. The data will be processed until the recruitment process is completed.
- conclusion and implementation of a study contract. The legal basis for data processing is the necessity of data processing to conclude and perform the contract and the performance of the obligations incumbent on the Controller in connection with the Act on Higher Education and Science. Data processing will take place until the claims under the contract are time-barred or until the obligation to store accounting documents in connection with the provisions on

accounting and the storage of documents related to the learning process expires, in accordance with the Law on Higher Education and Science.

- providing information on the offer of the Vistula Group universities. For the purposes of sending commercial information, voluntary consents are obtained for the transmission of commercial information transmitted by means of telecommunications terminal devices and automatic calling systems, via e-mail, SMS, telephone contact. The legal basis for data processing is the voluntary consent of the person, expressed by checking the appropriate checkbox or providing contact details for this purpose. The data will be processed until the person withdraws his/her consent. The consent may be withdrawn at any time by changing the status of consents in the account or sending a request to withdraw consent to the Controller.
- profiling in connection with the selection of the offer. The legal basis for data processing is the legitimate interest of the Controller. The legitimate interest of the Controller is profiling as part of marketing activities aimed at better selection of the sent offer and information. Data processing will be conducted until the candidate objects to profiling.
- answering questions sent in the contact form or via e-mail. In this case, your personal data will not be processed for marketing purposes. The legal basis for data processing is the necessity of processing to implement the legitimate interest of the Controller, i.e., providing reliable information for people contacting us and redirecting the case to the appropriate department at our Universities. We will store correspondence for a period of 1 year, unless the case concerns issues requiring a longer storage period, e.g., until the claims are time-barred or in connection with pending court / debt collection cases.
- consideration of complaints or defence against claims, which is the legitimate interest of the Data Controller. The data will be processed until the claims are time-barred.

Data recipients

- authorized employees of the Data Controller, including lecturers (in the case of commencing studies),
- service providers entrusted by contract with the processing of personal data for the purposes of providing services for the Data Controller, in particular such entities as the Call Centre, student recruitment agencies, IT service providers, accounting companies, debt collection companies, advertising agencies, companies providing mailing services - to the extent necessary for the proper performance of the ordered services,
- entities that are independent data controllers to whom the data will be made available in connection with the contract being performed for the benefit of the data subject, in particular entities providing the following services: electronic, bank, courier, postal and legal payments.
- Personal data is also entered into the POLON system, an integrated information system on science and higher education, which supports the work of the Ministry of Science and Higher Education, as well as the Central Statistical Office and the Central Commission for Degrees and Titles.

Voluntary data provision

Providing data for the performance of the contract is voluntary, but necessary for its implementation. The scope of data necessary for the recruitment process for studies and in connection with studying also results from the provisions of the Law on Higher Education and Science. Providing data for marketing purposes is voluntary.

Data transfer to third countries

Due to the use of IT solutions from external suppliers, such as Microsoft, it may be necessary to transfer personal data to recipients in third countries. However, we ensure that the data is adequately secured. Therefore, we only cooperate with entities based on Standard Contractual Clauses approved by the European Commission, maintaining appropriate measures to guarantee the security of processed data at least at the level applicable in the European Union.~~Personal data will not be transferred to a third country, unless required by law or necessary to perform the contract with the student. In other cases, we will transfer data to third countries only on the basis of standard contractual clauses approved by the European Commission.~~

Rights related to the processing of personal data

You have the right to:

- access to your data and demand its rectification.
- restrict data processing or to delete data ("the right to be forgotten").

- object to the processing of data for profiling purposes.
- withdraw the voluntary consent to the sending of commercial information about the Vistula Group universities. Withdrawal of the consent does not affect the lawfulness of data processing that was carried out before the consent was withdrawn. The consent may be withdrawn at any time.
- transfer personal data, i.e., to receive personal data, in a structured, commonly used machine-readable format, in the case of data processing in order to conclude and perform a contract / order.

Any changes to personal data, or deletion of the account, can be made on personal account, after logging in to the website.

The Data Controller or the Data Protection Officer can be contacted in any matters related to the processing of data and the implementation of the above rights. Contact details are provided above.

In addition, the data subject has the right to file a complaint with the President of the Office for Personal Data Protection, if he/she considers that the Data Controller fails to process the data in compliance with the data protection rules.