

## **INFORMATION ON THE PROCESSING THE PERSONAL DATA AT THE ACADEMY**

**ADMINISTRATOR** Personal data administrator: The Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw, hereinafter referred to as the "Administrator" address: ul. Miodowa 22/24, 00-246 Warsaw e-mail: iod@e-at.edu.pl

**QUESTIONS** If you have any questions about the manner, purposes or scope of the processing of personal data by the Administrator or questions about your rights, please contact the Administrator or the Data Protection Officer at the above addresses.

**AIM** The Academy processes your personal data for the purpose of recruitment / participation in the program, conference, scholarship ("Program") to which the application / documents have been submitted (including the Erasmus program), take actions to conclude a program participation agreement, if such was provided (the "Program") and the implementation of the Program in accordance with its assumptions.

**LEGAL BASIS** The basis for the processing of personal data is taking the necessary actions to implement the application at your request (this action is deemed to be consent to the processing of personal data - art.6 par.1 lit.a GDPR\*), the possible conclusion of a contract for participation in the program, including the program Erasmus (art.6 par.1 lit.b GDPR\*) and provisions governing the Program, including the provision governing the Administrator's activities (art.6 par.1 lit.c GDPR\*)

**OBLIGATION TO GIVE AND RIGHT TO WITHDRAW CONSENT** Participation in the Program is voluntary. Providing personal information is voluntary. Failure to provide data will prevent the Administrator from taking actions to participate in the Program. You can withdraw your application at any time and thus consent to the processing of personal data.

**INFORMATION ABOUT RECIPIENTS** In order to implement the Program, personal data may be made available to entities that participate in it (home university / Program organizer) or whose assistance is necessary for its organization, e.g. to purchase tickets (travel agency), to complete visa and departure formalities (embassy / consulate), financing, making payments (payment operator / bank), examining the application; placing in IT resources, e.g. hosting, e-mail; as well as state bodies, if there is a legal condition (e.g. POL-ON system). Due to the different scope of implementation of the Program, the list of recipients may vary in individual cases, and their detailed individual list is available to obtain from the Administrator.

**INFORMATION ON THE SUBMISSION OF DATA AND THEIR TYPES** Personal data comes from you, but in some cases it is provided by your home institution. Data that we obtain from the home university, if this is the case, is data necessary to participate in the Program, such as confirmation of your status at the university, including the field of studies.

**PERIODS OF PROCESSING PERSONAL DATA** Personal data will be processed by the Administrator for the period necessary to achieve the purposes for which they were provided, including archiving purposes on the basis of separate provisions. As a rule, this period is 5 years from the end of the project settlement. **PROFILING** Personal data will not be subject to profiling by the Administrator. The administrator will not make automated decisions with significant legal effects based on personal data collected.

**THE RIGHT TO COMPLAIN** In connection with the processing of personal data, you have the following rights: the right to access personal data, including the right to obtain a copy of this data, the right to request rectification (correction) of data, the right to request the deletion of personal data (the so-called "right to be forgotten"), the right to request the restriction of the processing of personal data, the right to transfer data to another data controller, the right to object to the processing of personal data. The scope of each of the above rights and the situations in which you can exercise them are specified by law. Possibility to use some of the above permissions may depend on, among others from the legal basis, purpose or method of their processing. Applications must be made to the addresses / address above. In addition, in every situation you have the right to appeal to the President of the Office for Personal Data Protection.

**TRANSMISSION OF DATA** The administrator does not plan to transfer personal data to entities outside the EEA (European Union countries and Norway, Iceland and Liechtenstein), unless your home university comes from outside this area

\* GDPR is Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46 / EC. The GDPR regulates issues related to the processing of personal data and applies from 25 May 2018.