

Personal data protection at the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw

Controller

Personal data controller: The Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw, hereinafter referred to as the "Controller" address: ul. Miodowa 22/24, 00-246 Warsaw

e-mail: iod@e-at.edu.pl

Data Protection Officer / Questions

The Controller has appointed a Data Protection Officer (DPO). If you have any questions about the manner, purposes or scope of the processing of personal data or questions about your rights, please contact the Data Protection Officer (DOP) at iod@e-at.edu.pl

Aim of the processing of personal data

The Academy processes your personal data for the purpose of recruitment / participation in the program Erasmus+ and take actions to conclude a program participation agreement – if applicable, as well as to take actions to verify the eligibility for additional financial support for those with fewer opportunities – if applicable.

In the event of admission as a student of the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw, your personal data will be also be processed in accordance with the rules set out for students. These rules described in the information notice, which is available and requires acceptance after logging into your student account at USOS (shall not apply to incoming pedagogues and staff within Erasmus+).

Legal basis

The basis for the processing of personal data is:

- Point (b) of Article 6(1) of GDPR - taking the necessary actions (recruitment) to conclude a possible agreement for participation in the program;
- Point (c) of Article 6(1) of GDPR – in order to comply with a legal obligations to which the Controller is subject, arising for the provisions governing the Program Erasmus+ and provisions governing the Controller's activities, including the guidelines from National Agency (FRSE);
- Point (b) of Article 9(2) of GDPR pursuant to point (c) of Article 6(1) of GDPR – with regard to the processing special categories personal data necessary for the Controller to fulfil its obligations as Erasmus+ Program beneficiary, arising from Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021 establishing Erasmus+ and guidelines from National Agency (FRSE), requiring the documentation and verification of a participant's status as a person with fewer opportunities in order to calculate the financial support to which they are entitled;

alternatively point (g) of Article 9(2) of GDPR – as a supplementary basis, in view of the important public interest pursued under the same regulation.

If the basis for the processing of personal data is point (a) of Article 6 (1) or point (a) of Article 9 (2) of GDPR (consent), it will be collected separately and may be withdrawn at any time, without affecting the lawfulness of any processing carried out prior to its withdraw.

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 Controller from taking actions to participate in the Program. Providing data confirming your status as a person with fewer opportunity is voluntary, but necessary in order to receive the additional financial support to which you are entitled on this basis.

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), placing in IT resources, e.g. hosting, e-mail, USOS, EWP; providing insurance (broker / insurance company) – if applicable; examining the application, as well as state bodies, if there is a legal condition (e.g. POL-ON system held by the Ministry of Higher Education and Science or Polish Accreditation Committee). The data will also be available to National Agency (FRSE) and to the European Commission which is a separate Personal Data Controller. To the extent that a request is made for assistance regarding registration or other matters relating to residence in the territory of the Republic of Poland, the relevant authorities responsible for such matters. 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 Controller.

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; and in some cases, the full application including a CV, portfolio, i.e. personal data (full name, date and place of birth), contact details (address, telephone number, email address), information on academic / artistic achievements, a transcript of records, a photograph(s), confirmation of student status, and field of study. In the case of individuals with whom we enter into a contract and to whom the Academy pays a scholarship, we may receive information confirming that they meet the definition of people with fewer opportunities.

Periods of processing personal data

Personal data will be processed by the Controller 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 receiving the letter from FRSE confirming the completion of the project.

Profiling

Personal data will not be subject to profiling by the Controller. 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 (Article 15 of GDPR),
- the right to request rectification (correction) of data (Article 16 of GDPR),
- the right to request the deletion of personal data (the so-called "right to be forgotten") (Article 17 of GDPR),
- the right to request the restriction of the processing of personal data (Article 18 of GDPR),
- the right to transfer data to another data Administrator - applies only where the basis for processing is consent (point (a) of Article 6(1) of GDPR) or agreement (point (b) of Article 6(1) of GDPR)
- the right to object to the processing of personal data – shall apply only where the basis for processing is point (e) of Article 6 (1) (public interest) or point (f) of Article 6 (1) (legitimate interest); shall not apply if the basis for processing is point (b) or (c) of Article 6 (1) of GDPR.

The scope of each of the above rights and the situations in which you can exercise them are specified by law. Applications must be made to the address mention in “Data Protection Officer / Questions” section.

In addition, you have the right to appeal to the President of the Office for Personal Data Protection

www.uodo.gov.pl).

Transmission of data outside the EEA

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 (e. g. Turkey, Republic of North Macedonia, Republic of Türkiye, and Republic of Serbia, Ukraine, India, United States, Canada, Great Britain). In that case, the basis for a transmission is Article 46 of GDPR (e. g. standard contractual clauses approved by the European Commission), or on the basis of the derogations as specified in Article 49 of GDPR (e. g. the transfer is necessary for the performance of a contract concluded in the interest of the data subject). The information on the security measures in place is available to obtain form the Administrator.

Statement

I hereby declare that I have read the information on processing personal data regarding the Erasmus+ program. Should I, during the recruitment process or the implementation of the Program, provide the Administrator with documents containing the personal data of other individuals, I undertake to inform those individuals of the processing of their data by the Administrator in accordance with the attached notice, prior to submitting the document.

Signature:

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.