

Information regarding processing of personal data

Data Administrator

The administrator of your personal data is the University of Warsaw, with its headquarters at Krakowskie Przedmieście 26/28, 00-927 Warsaw.

You can contact the Data Administrator:

- by post: the University of Warsaw, Krakowskie Przedmieście 26/28, 00-927 Warsaw (indicate the organizational unit to which correspondence is addressed);
- by telephone: 22 55 20 000.

Data Protection Officer

The administrator has appointed a Data Protection Officer (DPO) supervising the correctness of personal data processing, who can be contacted via the following e-mail address: iod@adm.uw.edu.pl.

The DPO can be contacted in all matters regarding the processing of your personal data by the University of Warsaw and use of your rights related with the processing of personal data.

Purposes and legal grounds for processing

Your personal data shall be processed for the purpose of registration and participation in the Peer Coaching Group meeting organized by the Volunteer Centre of the University of Warsaw.

The basis for the processing of personal data is article 6 paragraph 1 point a of the GDPR¹ (consent to the processing of personal data).

The consent may be withdrawn at any time, including by sending an e-mail to the following address: wolontariat@uw.edu.pl. We remind you that the withdrawal of consent does not affect the lawfulness of the processing which was carried out on the basis of consent before its withdrawal.

Data storage period

Your data shall be processed for the period necessary to achieve the purpose indicated above; thereafter, it shall be deleted.

Data recipients

Access to your personal data shall be granted to authorized employees and associates of the University of Warsaw who must process your data in relation to the action.

The data may also be shared with parties authorized pursuant to the provisions of law.

Transfer of data outside the European Economic Area (EEA)

Registration for the action is performed using the forms and drives provided by Google. Your data shall be processed by Google, our G-Suite for education service provider (with whom we have signed a personal data processing agreement) at their data processing centers².

Rights related to data processing

We guarantee you the exercise of all your rights on the terms set out by the GDPR, i.e. the right to:

- access to data and receiving a copy thereof;
- rectify your personal data;
- restrict the processing of personal data;
- erase personal data (with the reservation of the article 17 paragraph 3 of GDPR);
- lodge a complaint to the President of the Personal Data Protection Office, if you think that the processing of personal data violates the law on personal data protection.

Obligation to provide data and the consequence of not providing data

Providing the data marked as “mandatory” is obligatory. If you do not provide your data, you shall not be able to take part in the action.

Moreover, we would like to inform you that screenshots will be taken during the Peer Coaching Group meeting, which will later be published on the website and social media of the University of Warsaw and the [UNICOMM Project](#).

¹ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119 of 4 May 2016, p. 1 as amended).

² <https://www.google.com/about/datacenters/inside/locations/index.html>