

.....
given and family name

.....
position

.....
employing unit

Information on personal data processing of staff members employed under an employment contract

Controller

Controller of your personal data processed in connection with the concluded employment contract is the University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa, as the Employer.

Contact with the Controller:

- by traditional mail at: University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa (indicate the organizational unit to which your letter is addressed);
- by phone: 22 55 20 355.

Data Protection Officer (DPO)

Controller has designated Data Protection Officer whom you may contact via email at iod@adm.uw.edu.pl. You may contact the DPO in all matters relating to your personal data processing by the University of Warsaw and the exercise of rights in relation to the processing of personal data.

The DPO, however, does not proceed other staff matters, documents relating to employment, and the like.

Purposes, legal grounds, period of data processing

Personal data of employees shall be processed in connection with employment for the following purposes:

1. execution of the concluded employment contract – over the period of contract duration (legal ground: Art. 6 section 1 letter b of the GDPR¹);
2. work organization - over the period of contract duration (legal ground: Art. 6 section 1 letter b of the GDPR);
3. assertion, defence and determination of possible claims under the concluded employment contract – over the period of three years from the date of employment termination (legal ground: Art. 6 section 1 letter f of the GDPR);
4. keeping employee's personal files – over the period of ten/fifty years² from the date of employment termination (legal ground: Art. 6 section 1 letter c of the GDPR);
5. fulfilling accounting and tax obligations – over the period of five years from the end of a calendar year (legal ground: Art. 6 section 1 letter c of the GDPR);

¹ Regulation of the European Parliament and the Council (EU) 2016/679 of April 27, 2016 on protection of individual citizens with regard to the personal data processing and on the free flow of such data, and also repealing Directive 95/46/EC (general regulation on data protection) (Official Journal EU L 119 of 04.05.2016, page 1, with subsequent changes), hereinafter as "GDPR".

² 10-year period applies to persons employed after January 1, 2019

6. fulfilling social security and health insurance obligations - over the period of ten years from the date of employment termination (legal ground: Art. 6 section 1 letter c of the GDPR);
7. fulfilling workplace health and safety obligations - over the period of ten years from the date of employment termination (legal ground: Art. 6 section 1 letter c of the GDPR);

In order to implement and execute the employment contract, your personal data shall be processed in the scope as required by general legal regulations: *given name (names) and family name; date of birth; contact information, as provided; education; professional qualifications; previous employment; residence address; PESEL, if not available, type and number of an identity document; other personal data of the employee and her/his children or other family members, if necessary because of the exercise of special rights resulting from the labour law; bank account number (unless payment in cash is requested in writing).*³

All other personal data (e.g. *image, vehicle registration number*) shall be processed if it is necessary for the execution of a right or fulfilment of an obligation under law, work rules, or other binding regulations.⁴

Special categories of personal data (the so called sensitive data), as mentioned in Art. 9 of the GDPR, shall be processed within the limits of your personal files or other records in order to meet binding legal requirements only, or based on your personal consent. Special categories include in particular medical information which shall be processed as required by labour law and sanitary regulations (e.g. OHMP statements).

All other data shall be processed only if necessary, after you have specifically agreed to process such data. Data subjects are allowed to revoke their consent at any time. Be advised that the revocation of your consent does not affect legal compliance of processing which had been completed upon consent before its revocation.⁵

Recipients of data

Your personal data may be revealed to subjects authorized by law. Officers authorized by the Controller shall also have access to your personal data the processing of which is in the scope of their duties.

Recipients of personal data may be other subjects obligated by the Controller to provide specific services involving data processing, like medical services, property and personal security protection services, postal and express delivery services, transportation services, etc.

³ Art. 22 of the Law of June 26, 1974 Labour Code (i.e. Journal of Laws 2019, item 1040, with subsequent changes);

⁴ Art. 6 section 1 letter b of the GDPR;

⁵ Art. 7 section 3 of the GDPR;

You data may be also disclosed to the parties to agreements concluded by the Controller, if it is necessary to implement and execute such agreements, and if it is consequential to your employment duties.

Delivering personal data outside the European Economic Area (EEA)

Your personal data may be also processed by our provider of G-Suit for education by Google Company in their data processing centres.⁶ Your data shall be protected under the standards of the Privacy Shield, accepted by the European Commission.⁷ This shall guarantee an adequate level of data security.

Rights of the data subjects

Based on the GDPR you have the right to:

- access your data and to receive its copy;
- correct (rectify) your personal data;
- restrict processing of personal data;
- erase personal data (subject to provisions of Art. 17 section 3 of the GDPR);

You have the right to object to the President of the Personal Data Protection Office, if you believe data processing violates law.

Information on the requirement to provide data

Providing your personal data in the scope resulting from legal requirements, the Controller’s work rules, and other regulations on the tasks resulting from your job description is necessary for concluding the employment contract. Providing other personal data is voluntary.

.....
place and date

.....
employee’s signature

⁶ <https://www.google.com/about/datacenters/inside/locations/index.html>

⁷ <https://www.privacyshield.gov>

