



## Notification obligation

1. The Controller of your personal data is Kozminski University with its seat at ul. Jagiellońska 59, 03-301 Warsaw. You can contact the Controller in writing by sending a letter to our registered seat, or by sending an e-mail to: [ado@kozminski.edu.pl](mailto:ado@kozminski.edu.pl).
2. The Data Protection Officer (DPO) appointed by the Controller supervises the correctness of personal data processing. You can contact the Data Protection Officer in writing by sending a letter to: ul. Jagiellońska 59, 03-301 Warsaw or by sending an e-mail to: [iod@kozminski.edu.pl](mailto:iod@kozminski.edu.pl).
3. The processing of personal data requires a legal basis, which is:
  - 1) art. 6, section 1, letter b) of GDPR, i.e. personal data is processed accordingly on the basis of an agreement concluded with Kozminski University (necessity to process personal data for the performance of an agreement you are a party to, including agreement on rendering free services by electronic means – sending a *newsletter*);
  - 2) art. 6, section 1, letter c) of GDPR, i.e. necessity to comply with a legal obligation to which the Controller is subject (e.g. storing VAT invoices to fulfil tax obligations);
  - 3) art. 6, section 1, letter f) of GDPR, i.e. processing necessary for the purposes of the legitimate interests pursued by the Controller or by a third party, especially carrying out marketing and promotion activities (i.e. direct marketing and pursuing claims and responding to claims in the event of occurrence of counterclaims);
  - 4) art. 6, section 1, letter a) of GDPR, i.e. the consent you have given to the processing of your personal data.
4. We process your data as the Controller for one or several of the purposes listed below:
  - 1) performance of provisions of an agreement concluded with Kozminski University (art. 6, section 1, letter b) of GDPR);
  - 2) compliance with tax and accounting obligations (basis: art. 6, section 1, letter c of GDPR);
  - 3) rendering a free newsletter service if you decide voluntarily to opt for receiving commercial communication (basis: art. 6, section 1, letter b of GDPR);
  - 4) determining claims, pursuing claims, and responding to claims in the event of occurrence of counterclaims (basis: art. 6, section 1, letter f) of GDPR);
  - 5) marketing purposes (basis: art. 6, section 1, letter f) of GDPR);



- 6) analytical purposes (basis: art. 6, section 1, letter f) of GDPR);
  - 7) statistical purposes (basis: art. 6, section 1, letter f) of GDPR);
  - 8) archiving purposes (basis: art. 6, section 1, letter f) of GDPR).
5. Your personal data will not be processed in an automatized manner – including based on profiling – without your express separate consent thereto.
  6. The recipients of your personal data are entities who are ordered by the Controller to perform activities involving a necessity for data processing (processors): operators of IT systems, payment systems, SMS systems, e-mail marketing systems, payment operators, law firms, accounting firms, and audit firms.
  7. Your personal data is transferred neither to Third Countries, i.e. outside the European Economic Area (EEA) nor to international organizations.
  8. The personal data will be processed for the period of time required to pursue the objectives referred to in section 4, e.g. until the service of newsletter mailing you have subscribed for ends, and after that time – until any possible claims expire or until the statutory obligation to keep personal data records expires.
  9. On account of the processing of your personal data, you have the right to:
    - 1) access your personal data;
    - 2) rectify your personal data;
    - 3) have your personal data erased;
    - 4) have the processing of your personal data restricted;
    - 5) object against the processing of your personal data;
    - 6) have your personal data transferred;
    - 7) file a complaint to the supervisory authority.
  10. If your personal data is processed on the basis of a consent you have given, you have the right to revoke your consent at any time without any impact on the legal compliance of data processing having taken place on the basis of the given consent before it has been revoked.
  11. Provision of data is voluntary, but also necessary for pursuing the objectives for which it is collected.
  12. If your personal data is processed based on a legitimate interest of the Controller (e.g. marketing purposes), we will not process this data for such purposes any longer if you object against such



processing of your data. You have the right to file an objection against the processing of your personal data anytime and free of charge when: (1) your personal data is processed on the basis of a legitimate interest or for statistical purposes, and your objection is justified by special circumstances you are in, or (2) your personal data is processed for direct marketing purposes – including profiling, in a scope in which data processing is related to such direct marketing. You may file your objection by sending an e-mail to: [iod@kozminski.edu.pl](mailto:iod@kozminski.edu.pl).

13. You can learn more about the way your rights specified in section 9 may be exercised by contacting the Controller or the Data Protection Officer as described in section 1 and 2.
14. The Controller makes every effort to provide all possible means of physical, technical, and organizational protection of personal data against its accidental or wilful destruction, loss, modification, unauthorized disclosure, use, or access, according to all applicable regulations.