INFORMATION FOR THE CONTRACTOR ON THE PROCESSING OF PERSONAL DATA

Pursuant to Article 13 (1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons in relation to the processing of personal data with respect to the processing of personal data and on the free flow of such data and repealing Directive 95/46/EC (General Data Protection Regulation), Official Journal of the EU L 119/1, dated 4.5.2016 (hereinafter referred to as "**GDPR**"), we inform you that:

I. Data Controller

The Administrator of your personal data (hereinafter referred to as "**Personal Data**") is the **Nicolaus Copernicus Superior School** located in Warsaw, NIP: 7011132393, REGON: 524649120 (hereinafter referred to as "**Administrator**"), mailing address: 47A Nowogrodzka Street, 00-695 Warsaw, Poland.

Data Protection Officer

Contact with the Data Protection Officer on matters related to the processing of Personal Data is possible via e-mail: **iodo@sgmk.edu.pl.**

II. Categories of Personal Data

The Administrator processes your Personal Data resulting from contracts concluded with the Administrator for the performance of activities specified therein for the Administrator's activities, including the following categories of Personal Data:

 a) identification data (including first name, last name),

 b) contact data (including telephone number, e-mail address, address),

 c) data on the profession, position or function performed, including functions under contracts with the Administrator.

III. Purpose and legal basis of personal data processing

1. Personal data shall be processed:

 a) for the purpose of entering into and performing a contract with the Administrator (Article 6(1)(b) of the GDPR),

 b) in order to perform legal obligations incumbent on the Administrator, in particular related to the maintenance of tax records and accounting books, resulting from tax regulations, accounting regulations (Article 6(1)(c) of the GDPR);

 c) realization of the legitimate interest of the Administrator, consisting of possible establishment or assertion of claims or defense against claims (Article 6(1)(f) of the GDPR).

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2. Provision of Personal Data is voluntary, but necessary for the purpose of entering into and performing a contract with the Administrator. Failure to provide Personal Data will result in the inability to conclude and perform the concluded agreement and the related rights and obligations of the contracting parties.

3. Your Personal Data is not subject to automated decision-making, including profiling.

IV. Categories of personal data recipients

1. Your Personal Data may be disclosed to other entities or authorities authorized by law, as well as on the basis of agreements on entrustment of personal data processing.

2. Your Personal Data may be made available, in particular, to insurance companies, tax offices, banks, courts, the Prosecutor's Office, the Police, bailiffs, the National Health Fund, and other entities and bodies authorized by law.

3. Personal data may be transferred to other entities with which the Administrator cooperates in its day-to-day operations, such as providers of IT systems and services, entities providing personnel and payroll services, accounting, legal, consulting, postal and courier services, and other entities cooperating with the Administrator.

4. Personal data will not be transferred to a third country or international organization.

V. Data Retention Period

Your Personal Data will be stored only for the period necessary to fulfill the purposes referred to in point IV, including:

> a) the purpose referred to in point IV(1) - for the duration of the contract (Article 6(1)(b) of the GDPR);

> b) the purpose referred to in point IV(2) - for the period of statute of limitations for the relevant public-law liabilities and the period during which the Administrator's records containing Personal Data must be kept (Article 6(1)(c) of the GDPR);

> (c) the purpose referred to in point IV(3) - for the period of the statute of limitations for contractual claims - the period of processing of Personal Data may be necessarily extended in the event of claims and legal proceedings - by the duration of such proceedings and their settlement (Article 6(1)(f) of the GDPR).

VI. Your rights in relation to the processing of personal data

You have the following rights in connection with the processing of Personal Data (subject to the purposes and legal grounds for the processing of Personal Data referred to in Section IV):

> a) the right to access Personal Data , including the right to obtain a copy of Personal Data ,

> b) the right to rectify Personal Data,

> c) the right to erase Personal Data,

> d) the right to restrict the processing of Personal Data,

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e) the right to object to the processing of Personal Data,

f) the right to transfer Personal Data,

g) the right to lodge a complaint to the supervisory authority, i.e. the President of the Office for the Protection of Personal Data, 2 Stawki Street, 00-193 Warsaw, Poland.

I declare that I have read the above information regarding the processing of my personal data.

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Contractor's Signature

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