Annex 1
to the Rules for financing research visits at the University of Warsaw for students and doctoral students from foreign universities from the funds of the IDUB Action IV.2.2 "Inclusion of talented young scientists in research teams"

APPLICATION

|  |  |
| --- | --- |
| Name and surname  |  |
| Name of the home university and country |  |
| Name of UW department |  |
| Duration of visit |  |
| Citizenship |  |
| Phone number |  |
| E-mail address |  |
| Date of visit at the UW |  |
| Date and signature |  |

|  |  |
| --- | --- |
| Approval of the Head of the hosting unit |  |

Information on the processing of personal data

Data administrator

The administrator of your data processed under the Arrivals Programme, implemented under Action IV.2.2 *Inclusion of talented young scientists in research teams – research visits for students and doctoral students from foreign universities* under the Excellence Initiative – Research University Programme, is the University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa.

Contact with the data administrator:

* by mail: University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa (please indicate the organisational unit to which the correspondence is addressed);
* by phone: +48 22 55 20 000.

Data Protection Officer (DPO)

The administrator has a designated Data Protection Officer, whom you may contact via email at iod@adm.uw.edu.pl.

You may contact the DPO about all matters relating to the processing of your personal data by the University of Warsaw and in order to exercise your rights in relation to
the processing of personal data.

However, the DPO's tasks do not include the implementation of other matters, such as providing information about research and the form in which the research will be conducted.

Objectives and legal basis of the processing

Personal data will be processed for the purpose of your participation in the Arrivals Program. The data will be fully processed in order to document the study and the consent to data processing. The research results will be published in pseudonymised form.

The basis for processing personal data is art. 6 para. 1 (a) of the GDPR[[1]](#footnote-2) (consent to the processing of personal data) and art. 9 para. 2 (a) of the GDPR in relation to special categories of data – data on citizenship.

Providing regular data and data on special categories of personal data is voluntary, but necessary for your participation in the Arrivals Programme.

You can withdraw your consent to the processing of personal data at any time by sending an email to the following address: przyjazdy.idub.bwz@uw.edu.pl.

At the same time, we would like to remind you that the withdrawal of your consent does not affect the lawfulness of the processing which was carried out on the basis of your consent before its withdrawal.

Data retention period

Your data will be processed for the duration of the study, then during the period for which the documentation concerning the implementation of the Excellence Initiative – Research University Programme at the University of Warsaw is subject to inspection and audit. After this period, personal data will be anonymised.

Data recipients

Access to your personal data will be granted to authorised employees of the University of Warsaw, who must process your data in connection
with your participation in the Arrivals Programme.

Data transfer outside the European Economic Area (EEA)

At the University of Warsaw, forms and drives provided by Google are used. Your personal data will also be processed by the provider of the G-Suite services for education by the Google Corporation (to whom we have entrusted personal data processing) in their data processing centres[[2]](#footnote-3).

Rights of the data subject

Your personal data shall be disclosed to subjects authorised under the terms of GDPR, i.e., the right:

* to access data and to receive copies of the data;
* to correct (rectify) personal data;
* to limit the processing of personal data;
* to remove personal data (subject to the provisions of art. 17 para. 3 (GDPR),
* to file a claim with the President of the Personal Data Protection Office, if you believe data processing is in violation of the law.

Information on the requirement to provide data and the consequences of not providing data

Providing data is necessary to enable your participation in the Arrivals Programme. Failure to provide data results in the inability to participate in the Programme.

Data processing consent clauses

* consent to data processing:

"I hereby agree to the processing of my personal data, contained in the application, by the University of Warsaw for the purpose of my participation in the Arrivals Programme.

* processing of special categories of personal data:

"Pursuant to art. 9 para. 1 letter a of the GDPR, I agree to the processing of special categories of citizenship data that have been included in the application form by the University of Warsaw for the purpose of my participation in the Arrivals Programme.

Name and surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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) (General Data Protection Regulation) (Journal of Laws of the EU, L 119 from 04.05.2016, pg. 1 as amended). [↑](#footnote-ref-2)
2. https://www.google.com/about/datacenters/inside/locations/index.html [↑](#footnote-ref-3)