

INFORMATION CLAUSE

for applicants for:

- **recognition of the diploma of completing studies abroad as equivalent to a Polish diploma and professional title;**
- **confirmation of completion of studies at a given level**

Under the General Data Protection Regulation of 27 April 2016, hereinafter referred to as the GDPR, please be informed that:

1. The controller of your personal data is the University of Gdańsk with its registered seat in (80-309) Gdańsk at ul. Jana Bażyńskiego 8.

2. The administrator has appointed the Data Protection Officer, who can be contacted by calling (58) 523 31 30 or by e-mail: iod@ug.edu.pl. You can contact the Data Protection Officer for all matters relating to the processing of personal data and the exercise of rights related to their processing.

3) Your personal data will be processed to:

- a) carry out the nostrification procedure
- b) conduct the procedure to confirm the completion of studies at a given level

4. The legal basis for your personal data processing is:

- Art. 6 clause 1 item c GDPR - processing for compliance with a legal obligation to which the controller is subject in particular resulting from :
- Act of 20 July 2018 - Law on higher education and science (Journal of Laws of 2020, item 85, as amended).
- Regulation of the Minister of Science and Higher Education of 28 September 2018 on the nostrification of higher education diplomas obtained abroad and confirmation of completion of higher education studies
- Regulation of the Rector of the University of Gdańsk No. 63/R/ 20 of June 15, 2020 on the procedures at the University of Gdańsk for nostrification and confirming graduation at a given level.

5. Providing your personal data is mandatory and necessary to achieve the objectives set out in paragraph 3. Failure to provide the data will result in the refusal to conduct the procedure.

6. Your personal data will be processed on behalf of the data controller by authorized employees only for the purposes referred to in paragraph 3.

7. Your personal data will be kept for the period necessary to achieve the purposes in which they were collected in compliance with the requirements specified in the provisions on archiving rules.

8. Your personal data will be made available only to entities authorized to obtain personal data based on generally applicable provisions of law

9. Under the terms of the GDPR, you are entitled to:

- a. access your personal data,

- b. rectify them if they are inconsistent with the actual state,
- c. delete them, limit data processing and/or transfer - in cases provided for by law,
- d. object to their processing,
- e. complain to the supervisory body - the President of the Office for Personal Data Protection, if you feel that the processing of your personal data violates the provisions on the protection of personal data.

I confirm that I have read the information on the protection of personal data.

.....
(date and signature)