



### Objectives, legal grounds and the period of processing of the candidates' data:

Your data will be processed for the following purposes:	Legal grounds for processing:	Period of data storage
1) for purposes relating to the admissions procedure for post-graduate studies	Legal obligation arising from the Law on Higher Education and Science of 20 July 2018 - conducting the admissions procedure for post-graduate studies ( <b>Article 6 section 1 (e) of the GDPR</b> )	up to 31.01 - in the case of admissions for the winter semester; and up to 30.06 - for admissions for the summer semester.
2) for the purpose of investigating the reasons for the failure to commence study and evaluating the admissions procedure	Legitimate interest, – adjustment of the educational offer to customer expectations and improvement of the quality of the admissions procedure ( <b>Article 6 section 1 (f) of the GDPR</b> )	up to 31.01 - in the case of admissions for the winter semester; and up to 30.06 - for admissions for the summer semester.
3) for marketing purposes (subject to the consent to receive marketing communications)	Legitimate interest – marketing purposes including profiling ( <b>Article 6 section 1 (f) of the GDPR</b> )	Until the consent to receive marketing communications is withdrawn
4) for the purpose of exercise or defence of legal claims	Legitimate interest - exercise or defence of legal claims ( <b>Article 6 section 1 f of the GDPR</b> )	up to 31.01 - in the case of admissions for the winter semester; and up to 30.06 - for admissions for the summer semester  - unless court or administrative proceedings have been instituted in relation to those claims.

### Purposes, legal grounds and period of processing in relation to the personal data of post-graduate students:

Your data will be processed:	Legal grounds for processing:	Period of data storage:
1) for the purpose of execution of the provisions of agreements on payment terms and conditions for post-graduate studies	The need for processing for the purpose of conclusion of an agreement ( <b>Article 6 section 1 (b) of the GDPR</b> )	the duration of the agreement and 7 years following the termination thereof with effect as at the end of the given calendar year.



2) for the purpose of fulfilment of tax and accounting obligations	Legal obligation under Article 86 of the Act of 29 August 1997 - Tax Ordinance ( <b>Article 6 section 1 (c) of the GDPR</b> )	within a time period of 5 years from the end of the calendar year in which the term of payment of the relevant tax obligation expired
3) for the purpose of exercising or defending any legal claims	Legitimate interest - exercise or defence of legal claims ( <b>Article 6 section 1 (f) of the GDPR</b> )	within a time frame of 7 years from the termination of the agreement on the payment terms and conditions for post-graduate studies with effect as at the end of the given calendar year.
4) in case of resignation - for the purpose of assessing the quality of education and investigating the reasons for the failure to undertake studies	Legitimate interest – adjustment of the educational offer to customer expectations and improvement of the quality of the admissions procedure ( <b>Article 6 section 1 (f) of the GDPR</b> )	Within a time period of up to 6 months from the termination of the agreement on the payment terms and conditions for post-graduate studies
5) for the purpose of maintaining due records	Legitimate interest – consisting in providing copies of documents and certificates confirming the completion of studies to graduates ( <b>Article 6 section 1 (f) of the GDPR</b> )	1) within a time period of 50 years for the information contained in the students' personal files for the purpose of confirmation of the completion of studies (with the exception of documents constituting grounds for applying for admission to post-graduate studies and the record book, as well as any duplicates thereof if issued); 2) By the end of the calendar year in which the student completed their education – for other data not included in the personal files of the post-graduate students.
6) for marketing purposes (subject to the consent to receive marketing communications)	Legitimate interest – for marketing purposes including profiling ( <b>Article 6 section 1 (f) of the GDPR</b> )	Until the consent to receive marketing communications is withdrawn.

### Use of cookie technology for profiling

In the event that the settings of the Internet browser used to complete the application form allow for the use of cookies, at the time when the online application form containing personal data is dispatched, SWPS University shall be able to combine the user's activity history and the information contained in the application form to attribute to a natural person according to criteria including: preferences, place of residence, education, interests and other types of information (profiling). The aim of the above is to provide the users who consented to receive commercial information with only such information as they may potentially be interested in.



**Uniwersytet  
SWPS**

### **Recipients of data**

The personal data may be disclosed solely to the entities rendering services for the benefit of SWPS University. The data may also be disclosed to state authorities pursuant to the applicable law.

### **Rights of the data subject**

You are entitled to access the contents of your data as well as the right to file an objection against processing on the grounds of legitimate interest, the right to demand: rectification or deletion of the data or, alternatively, restriction of processing and the right of data portability.

In order to exercise any of your rights referred to hereunder, please contact our Data Protection Officer by sending a letter quoting “IOD” or “Personal data” by post to the address of the SWPS University or an e-mail to the following address: [iod@swps.edu.pl](mailto:iod@swps.edu.pl).

### **Of the possibility to submit a complaint with the relevant supervisory authorities**

You are entitled to complain to the President of the Personal Data Protection Office in the event you believe that your personal data is processed in an unlawful manner.

### **Requirement to provide data**

Providing data is obligatory for persons applying for admission to post-graduate studies. Providing said data is also necessary for the purpose of concluding an agreement on the payment terms and conditions for the studies. Failure to provide the data will result in the inability to conduct the procedure for admission to post-graduate studies and, consequently, in the inability to conclude an agreement on the payment terms and conditions for the studies which, as a result, prevents admission to post-graduate studies.

### **Contact details of the Data Protection Officer**

In order to exercise any of your rights referred to hereunder, please contact our Data Protection Officer by sending a letter quoting “Inspektor Ochrony Danych” by post to the address of the SWPS University or an e-mail to the following address: [iod@swps.edu.pl](mailto:iod@swps.edu.pl).