

Information clause regarding the processing of personal data of University of Gdańsk contractors and contact persons designated by contractors

According to the General Data Protection Regulation of 27 April 2016, hereinafter referred to as GDPR, the University of Gdańsk would like to inform you that:

1. Your personal data controller is the University of Gdańsk with its seat in (80-309) Gdańsk at ul. Jana Bażyńskiego 8, represented by the Rector.
2. The personal data controller has appointed a Data Protection Officer, who may be contacted by phone at +48 58 523 31 30, +48 58 523 24 59 or by e-mail at: iod@ug.edu.pl. The Data Protection Officer may be contacted in all matters regarding the processing of personal data and exercising rights connected with the processing.
3. Your personal data will be processed for the purpose of concluding and implementing a contract or an agreement, or reaching a settlement, including activities leading up to the conclusion and implementation thereof.
4. The legal basis for processing your personal data is
 - Article 6 Section 1 Letter b of the GDPR (with the processing being necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract) – with regard to the personal data of the contractors who are parties to a contract, agreement or settlement,
 - Article 6 Section 1 Letter f of the GDPR (with the processing being necessary for the purposes of the legitimate interests pursued by the controller) – with regard to the personal data of the contact persons designated by the contractors as part of contracts, agreements or settlements under implementation.
5. Your personal data will be processed on behalf of the data controller by authorised personnel solely for the purposes specified in section 3.
6. Your personal data will not be disclosed to external entities, except in cases prescribed by law. Moreover, the recipient of your data may be an entity acting on behalf of the controller i.e. an entity which provides IT services with regard to the servicing and maintenance of the IT system and, should the personal data be transferred via electronic mail, the entity which operates the mail service.
7. Your personal data will be stored for the period necessary to achieve the objectives specified in section 3 as well as the obligation to archive documentation, resulting from the provisions of law. Moreover, the controller reserves the right to store your personal data for the period necessary in order to establish, assert or defend possible claims but no longer than the limitation period.
8. Providing your personal data is voluntary but necessary and a prerequisite for the conclusion and implementation of a contract, agreement or settlement.
9. Under the terms of the GDPR you have the right to:
 - a) access your data,
 - b) rectify your data, should it be factually incorrect,
 - c) erase or restrict the processing of your data, as well as the right to data portability – in cases prescribed by law,
 - d) object to the processing of data,
 - e) lodge a complaint with a supervisory authority – President of the Personal Data Protection Office, should you consider that the processing of your personal data infringes personal data protection regulations.