

Information clause for persons submitting applications or complaints

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. prof. Marii Janion 7, 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 considering the matter submitted to the University, taking into account its nature and legal form.
4. The legal basis for processing your personal data is
 - Article 6 Section 1 Letter c of the GDPR, with the processing being necessary for compliance with a legal obligation to which the controller is subject,
 - Article 6 Section 1 Letter e of the GDPR, with the processing being necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
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, in particular the Code of Administrative Procedure. Moreover, the recipient of your data may be the Ministry of Administration and Digitization in connection with the possibility of the correspondence being sent via the ePUAP UG Electronic Mailbox, as well as an entity commissioned by the controller i.e. the postal service operator.
7. Your personal data will be stored for a period necessary for a full consideration of the matter for which it has been collected, including a period set down by a given administrative procedure, and then in cases required by the provisions of the Act on the national archival resources and archives – for a period specified in these provisions.
8. Providing personal data is necessary and constitutes a prerequisite for the matter submitted to the University to be considered and for an appropriate response to be issued.
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.