

Warsaw, _____ 2018

**Information for visiting professors at the Medical University of Warsaw
on the processing of personal data**

With reference to the provisions of Regulation (EU) 2016/679 of the European Parliament and of the EU Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46 / EC (General data protection regulation) we would like to inform you that:

1. The administrator of your personal data is the Medical University of Warsaw (WUM) with headquarters in Warsaw, Żwirki i Wigury 61, 02-091 Warsaw
2. Data Protection Inspector (DPI) has been appointed at the Medical University of Warsaw, whom you may contact via e-mail at iod@wum.edu.pl, address: ul. Żwirki i Wigury 61, 02-091 Warsaw, tel.: (22) 57 20 320.
3. Your personal data will be processed for the purpose related to the performance of the contract of mandate / specific work at the University based on art. 6 par. 1 lit. b. of the general regulation on the protection of personal data of April 27, 2016.
4. Your personal data will not be disclosed to other entities, with the exception of entities authorized by law, and signed agreements.
5. Only staff authorised by the Administrator will have access to your personal data in the necessary scope within the University's organizational structure.
6. Your personal data will be processed for the period necessary to perform the contract, for the period of limitation and then will be kept for the time specified for each archival category, with which documentation gathered at the Medical University of Warsaw is marked in accordance with the Uniform Subject List of Acts issued by the Minister of Culture and National Heritage of October 20, 2015. on classifying and qualifying documentation, transferring archival materials to state archives and missing non-archival documentation.
7. You have the right to access the content of the data and to correct or limit its processing (subject to the cases referred to in Article 18 (2) of the General Regulation on the Protection of Personal Data), as well as the right to data transfer.
8. You are not entitled to:
 - a. the right to object to the processing of your personal data pursuant to art. 6 lit. b General Regulation on the Protection of Personal Data,
 - b. the right to delete personal data in connection with art. 17 sec. 3 lit. b, d and e General Regulation on the Protection of Personal Data.
9. You have the right to lodge a complaint with the Office for Personal Data Protection, if it is justified that your personal data is processed by the administrator in breach of the general regulation on the protection of personal data of 27 April 2016.
10. Providing personal data is voluntary, but necessary for the performance of the contract of mandate / specific work. Not providing data mentioned above results in the lack of possibility of establishing cooperation.
11. Your personal data may be transferred to a third country. In the event of such a situation, you will be informed about the actions taken by the Administrator in accordance with Chapter V of the General Regulation on the Protection of Personal Data of April 27, 2016
12. Decisions will not be made in an automated manner, your personal data will not be subject to profiling.

* Delete as applicable

Signature of the Administrator

Received by: