

The information clause for persons participating in the recruitment process for post-graduate studies and for persons accepted for post-graduate studies

1. Controller of personal data

The controller of your personal data shall be the Institute of Economic, Polish Academy of Sciences (in Polish: Instytut Nauk Ekonomicznych Polskiej Akademii Nauk) with its registered seat in Warsaw at Nowy Świat 72 (hereinafter referred to as INE PAN). You may contact us in the following manner:

- By mail at: ul. Nowy Świat 72, 00-330 Warsaw, Poland
- By e-mail: inepan@inepan.waw.pl
- By telephone: 22 657 27 07

2. Personal data inspector

We have appointed a personal data inspector – Ms Barbara Kubiela. You may contact this person in all matters relating to the processing of personal data and the exercise of your rights concerning the processing of personal data. You may contact the inspector in the following manner:

- By mail at: ul. Nowy Świat 72, 00-330 Warsaw, Poland
- By e-mail: iod@inepan.waw.pl

3. The purpose of processing personal data and the legal basis for processing personal data

The Institute shall process your personal data in order to:

- Carry out the recruitment process for post-graduate studies.

Should you be accepted to the post-graduate studies, your data shall be processed for the purpose of providing educational services.

The legal basis for processing your personal data is the following:

- Performing the agreement for your participation in the post-graduate studies concluded between you and IE PAS;
- Generally-applicable provisions of law – the act on the Polish Academy of Sciences (in Polish: ustawa o Polskiej Akademii Nauk) which permits IE PAS to organize post-graduate studies in the manner set forth in the act on Higher Education (in Polish: Prawo o szkolnictwie wyższym);
- Generally-applicable provisions of law – the act on Higher Education which sets for the rules governing post-graduate studies;
- Generally-applicable provisions of law – the provisions concerning the National Archive Resource and archives setting forth the archivization of documents in accordance with the

Uniform Substantive List of Files.

4. Period of personal data retention

We will retain your personal data for a period of 2 years from the moment we carry out the recruitment process for post-graduate studies, irrespective of whether you are accepted into the studies. This period of retention is a result of the Uniform Substantive List of Files of the Institute of Economic Studies of the Polish Academy of Sciences.

Should you be accepted into the studies, your personal data will continue to be processed for the purpose of providing educational services from the day on which the recruitment process concluded to the end of the provision of these services, and for another 50 years counting from the year in which the provision of education services to you ended.

We will retain your personal data:

- Contained in personal files and the list of participants indefinitely as archival material;
- Contained in theses and certificates of participation for a minimum period of 50 years;
- Processed for the technical organization of the studies for a period of 5 years.

These periods of retention are a result of the Uniform Substantive List of Files of the Institute of Economic Studies of the Polish Academy of Sciences.

5. Recipients of personal data

The Institute shall transmit your personal data to: Team4pm Sp. z o.o. and Arte Mio Monika Walczak

6. The duty to provide personal data

The need to provide personal data stems from the afore-mentioned provisions of law and is necessary for the conclusion of an agreement concerning the participation in post-graduate studies. Should you fail to provide personal data, it will not be possible to conclude an agreement and you will not be able to participate in the post-graduate studies.

7. Your rights associated with personal data processing

You have the following rights associated with personal data processing:

- a. To demand access to your personal data;
- b. To demand corrections in your personal data;
- c. To demand the deletion of your personal data;
- d. To demand the restriction in the processing of your personal data;
- e. To raise an objection against the processing of your personal data due to your special circumstances – in situations where we process personal data within the scope of an activity undertaken in the public interest;

- f. to transmit your personal data, i.e. to receive the personal data concerning you in a structured, commonly used and machine-readable format. You have the right to transmit this data to another controller or to demand that we transfer this data to another controller. We will do so, however, only if such transmission is technically possible. The right to transmit personal data applies only to that data which we process on the basis of an agreement concluded with you or on the basis of your consent.

8. The right to lodge a complaint with a supervisory body

You have the right to lodge a complaint with the supervisory body charged with personal data protection, i.e. the President of the Polish Office on Data Protection (in Polish: Prezes Urzędu Ochrony Danych Osobowych).