

Information on the main content of the arrangements between Joint Controllers and information on the processing of personal data

INFORMATION on the processing of your personal data

Pursuant to Art. 13 and Art. 26 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, hereinafter referred to as "GDPR", please be advised that we jointly process your personal data and of the main content of the joint arrangements between Joint Controllers. The details are as follows:

I. Joint Controllers of personal data

Please be advised that the following entities are Joint Controllers of your personal data:

- a) Centrum Medyczne Kształcenia Podyplomowego with its seat in Warsaw, ul. Marymoncka 99/103, 01-813 Warszawa, tel. 22 5693 700 ("Coordinating Joint Controller"),
- b) Instytut Biochemii i Biofizyki PAN with its seat in Warsaw, ul. A. Pawińskiego 5a, 02-106 Warszawa, tel. 22 592 21 40,
- c) Instytut Medycyny Doświadczalnej i Klinicznej im. Mirosława Mossakowskiego PAN with its seat in Warsaw, ul. A. Pawińskiego 5, 02-106 Warszawa, tel. 22 668 52 50,
- d) Instytut Biocybernetyki i Inżynierii Biomedycznej im. Macieja Nałęcz PAN with its seat in Warsaw, ul. Księcia Trojdena 4, 02-109 Warszawa, tel. 22 592 59 00,
- e) Instytut Hematologii i Transfuzjologii with its seat in Warsaw at ul. Indiry Gandhi 14, 02-776 Warszawa, tel. 22 36 96 100,
- f) Szkoła Główna Gospodarstwa Wiejskiego with its seat in Warsaw at ul. Nowoursynowskiej 166, 02-787 Warszawa, tel. 22 35 60 366,
- g) Instytut Fizjologii i Patologii Słuchu, with its seat in Warsaw at ul. M. Mochnackiego 10, 02-042 Warszawa, tel. 22 35 60 366,
- h) Instytut Matki i Dziecka, with its seat in Warsaw at ul. Kasprzaka 17a, 01-211 Warszawa, tel. 22 32 77 394.

II. Data Protection Officers (DPOs)

Each of the Joint Controllers has appointed a Data Protection Officer.

You can contact the Data Protection Officer of the Coordinating Joint Controller in matters related to the protection of your personal data and the exercise of your rights, by email: iod@cmkp.edu.pl, phone: 22 5601 004 or by traditional mail: ul. Marymoncka 99/103, 01-813 Warszawa.

You can also contact a DPO of Joint Controllers:

- a) Instytut Biochemii i Biofizyki PAN with its seat in Warsaw, ul. A. Pawińskiego 5a, 02-106 Warszawa, tel. 22 592 21 40, e-mail: iodo@ibb.waw.pl;
- b) Instytut Medycyny Doświadczalnej i Klinicznej im. Mirosława Mossakowskiego PAN with its seat in Warsaw, ul. A. Pawińskiego 5, 02-106 Warszawa, tel. 602710712;
- c) Instytut Biocybernetyki i Inżynierii Biomedycznej im. Macieja Nałęcz PAN with its seat in Warsaw, ul. Księcia Trojdena 4, 02-109 Warszawa, tel. 22 592-59-85, e-mail: iod@ibib.waw.pl;

- d) Instytut Hematologii i Transfuzjologii with its seat in Warsaw at ul. Indiry Gandhi 14, 02-776 Warszawa, e-mail: iodo@ihit.waw.pl;
- e) Szkoła Główna Gospodarstwa Wiejskiego with its seat in Warsaw at ul. Nowoursynowskiej 166, 02-787 Warszawa, e-mail: iod@sggw.edu.pl;
- f) Instytut Fizjologii i Patologii Słuchu, with its seat in Warsaw at ul. M. Mochnackiego 10, 02-042 Warszawa, tel. 22 35 60 366, e-mail: iod@ifps.org.pl;
- g) Instytut Matki i Dziecka, with its seat in Warsaw at ul. Kasprzaka 17a, 01-211 Warszawa, tel. 22 32 77 394, e-mail: iod@imid.med.pl.

III. **Purposes and bases for processing**

Processing is necessary to conduct the process of recruitment, teaching and administrative services at the Doctoral School of Translational Medicine following your consent – it concerns the data provided by you voluntarily beyond the scope requested (Art. 6 (1) (a) GDPR) and applicable legal provisions – Law on Higher Education and Science (legal basis: Art. 6 (1) (c) and (f) GDPR).

IV. **Data recipients**

Your personal data may be disclosed to the data processors that provide us with legal services, support us with ICT systems and provide us with and operate our IT systems and software used for the proper performance of the Joint Controllers' tasks. If necessary, your personal data may also be disclosed to entities authorized to receive your data on the basis of applicable legal provisions.

V. **Data transfer to third countries or international organizations**

We do not transfer your data outside the European Economic Area.

VI. **Retention period**

Your data obtained in order to conduct the recruitment process and the following teaching and administrative services at the Doctoral School of Translational Medicine will be stored for no longer than is necessary for the purposes referred to in Section III herein and limitation of claims. Then, in relation to archival materials, data will be stored in accordance with the Office Instruction prepared by each of the Joint Controllers individually under the provisions of the Act of 14 July 1983 on national archive resources and archives.

If you withdraw your consent, the documents transferred on the basis of your consent will be destroyed or anonymised.

VII. **Your rights:**

You shall have:

- a) the right of access – the right to obtain from the Controller confirmation as to whether or not your personal data are being processed, and, where that is the case, access to the personal data and the following information in the scope specified in Art. 15 GDPR;
- b) the right to rectification – the right to obtain from the Controller without undue delay the rectification of inaccurate personal data and to have incomplete personal data completed in accordance with Art. 16 GDPR;
- c) the right to erasure – the right to obtain from the Controller the erasure of personal data concerning you without undue delay, if one of the conditions set out in Art. 17 GDPR is met, e.g. the personal data are no longer necessary in

relation to the purposes for which they were collected. The right to erasure may be limited due to the Controller's obligations under applicable law;

- d) the right to restriction of processing of your personal data in cases specified in Art. 18 GDPR, e.g. where the accuracy of the personal data is contested;
- e) the right to object to processing of your personal data in cases specified in Art. 21 GDPR;
- f) the right to lodge a complaint with a supervisory authority responsible for the protection of personal data in accordance with Art. 77 GDPR;

In order to exercise the above-mentioned rights you need to file a request with the Coordinating Joint Controller or a Data Protection Officer at the Coordinating Joint Controller - contact details are provided in Sections I or II herein. Please remember that before you can exercise your rights, the Controller will have to make sure you have the above rights, i.e. identify you.

VIII. Providing data:

Providing your data to the extent required by applicable regulations, i.e. specified in the questionnaire and application forms, is obligatory, while providing personal data in the academic CV is voluntary.

Failure to provide your personal data required by applicable law will make it impossible to proceed with recruitment, as well as with educational and administrative services at the Joint Doctoral School.

If you voluntarily provide your personal data that are not required by applicable law, but do not consent to the processing of personal data, it will make it impossible to proceed with the recruitment, as well as with educational and administrative services at the said Doctoral School.

IX. Information on automated decision making, including profiling:

Your personal data will not be subject to automated decision making, including profiling.

X. In connection with the processing of your personal data, please also be advised that:

- a. The Coordinating Joint Controller and Joint Controllers represent that they process your personal data in accordance with the rules on the processing of personal data specified in Art. 5 GDPR,
- b. For the purposes of meeting the accountability requirement, the Coordinating Joint Controller shall keep all documentation concerning joint control,
- c. The Coordinating Joint Controller and Joint Controllers shall not transfer your personal data outside the European Economic Area,
- d. The Coordinating Joint Controller and Joint Controllers agree to limit access to your personal data only to persons whose access to personal data is necessary for the above-mentioned purposes. In addition, the Coordinating Joint Controller and Joint Controllers ensure that the processing of personal data is allowed only for persons who have a personal authorization granted by the Coordinating Joint Controller and Joint Controllers, and that the persons authorised to process personal data have been obliged to keep their personal data secret, and that those persons have been previously trained in the rules and regulations on the protection of personal data,

- e. The Coordinating Joint Controller and Joint Controllers shall ensure an appropriate level of security of personal data. In order to ensure security, the Coordinating Joint Controller and Joint Controllers shall ensure:
 - ❖ the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
 - ❖ the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
 - ❖ a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures to ensure the security of the processing;
 - ❖ Where necessary and possible, the Coordinating Joint Controller and Joint Controllers agree to ensure, wherever appropriate to the risk, the pseudonymisation and encryption of personal data,
- f. The Coordinating Joint Controller and Joint Controllers may entrust the processing of personal data to the processor while fulfilling the requirements resulting from the GDPR, in particular, Art. 28 GDPR.