



## Annexe 3

### INFORMATION ON THE PROCESSING OF PERSONAL DATA

#### 1. Controller

The controller of your data is SGH Warsaw School of Economics with its registered office at al. Niepodległości 162, 02-554 Warsaw, hereinafter referred to as SGH or the administrator.

#### 2. Data Protection Inspector

SGH has appointed a Data Protection Officer supervising the correctness of personal data processing, who can be contacted via the following e-mail address: [iod@sgh.waw.pl](mailto:iod@sgh.waw.pl).

#### 3. Purpose and legal basis of processing

Your data will be processed to recruit for participation in the CIVICA Ambassadors Program.

If you qualify for participation in the Program, your data will be processed for purposes related to participation in it, including publishing data in accordance with par. V rules for recruiting and making data available to other CIVICA universities.

The legal basis for the processing of your data is art. 6 sec. 1 lit. a GDPR (your consent to the processing of personal data).

#### 4. Voluntary data provision

Providing personal data is voluntary, but refusal means that you will not be able to apply to the CIVICA Ambassadors program and participate in it.

#### 5. Recipients of data

If the controller uses the services of other entities, personal data may be disclosed to them based on contracts for entrusting the processing of personal data, and these entities will be obliged to maintain the confidentiality of the data processed.

In the event of qualifying for participation in the Program, personal data may be:

- made available to universities forming the CIVICA consortium - The European University for Social Sciences (their list can be found in paragraph I point 1 of the admission rules);
- published on the website [www.civica.eu](http://www.civica.eu), SGH websites, in social media (such as Twitter, Facebook, Instagram, LinkedIn) and thus made available to their operators and users.

#### 6. Time of data processing by SGH

Personal data of unqualified candidates will be processed up to 1 month after the end of the recruitment.

The personal data of CIVICA Ambassadors will be processed for the duration of the Program.

#### 7. Rights related to processing

You have the right to access your data, rectify them, the right to limit processing, delete in the cases provided for by law, as well as withdraw consent at any time - which does not affect the lawfulness of the processing carried out before its withdrawal. Based on your data, no automated decisions will be made.

#### 8. Right to lodge a complaint

You have the right to lodge a complaint with the President of the Personal Data Protection Office if you feel that the processing of your data violates the GDPR.