Akademia WSB

WSB University

Information notice on the conditions for the processing of personal data by WSB University

Pursuant to Article 13 of 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, (General Data Protection Regulation), OJ (EU) L 2016 No. 119, (hereinafter referred to as the 'GDPR'), we hereby inform you of the rules governing the processing of your personal data:

1. The data controller is WSB University, with its registered office in Dąbrowa Górnicza 41-300, at 1C Cieplaka Street. Participants may contact the Controller by sending an email to: rektorat@wsb.edu.pl or by calling +48 32 262-28-05.
2. The Controller has appointed a Data Protection Officer, who can be contacted by sending an email to: iod@wsb.edu.pl or by calling +48 32 111 01 80.
3. Your personal data will be processed:
   a. pursuant to Article 6(1)(b) of the GDPR – for the purpose of taking steps to agree the terms and conditions of participation in the conference and implementing those arrangements, in particular conducting correspondence, preparing the event programme, organising presentations and providing organisational support;
   b. pursuant to Article 6(1)(f) of the GDPR – for the purpose of providing information about the conference and its programme, disseminating the results of the event and documenting its proceedings, in particular through the use of your first name and surname, academic rank or title, affiliation, biographical details and the title of the presentation, to the extent justified by the organisation and promotion of the academic activities of WSB University;
   c. for the purpose of the WSB University's free-of-charge and time-unlimited use and dissemination of participants' images, in the form of videos and digital photographs in any format, on the website wsb.edu.pl and on social media, in connection with WSB University's promotional and informational activities – pursuant to Article 6(1)(a) of the GDPR in conjunction with Article 81 of the Act of 4 February 1994 on Copyright and Related Rights (explicit consent of the data subject).
   d. pursuant to Article 6(1)(c) of the GDPR – for the purpose of fulfilling legal obligations relating to accounting, financial and tax documentation, where these relate to the Speaker's participation (e.g. in connection with the reimbursement of travel expenses);
   e. pursuant to Article 6(1)(f) of the GDPR – for the purposes of documenting the implementation of the project, preparing reports, demonstrating the results achieved, safeguarding documentation for the purposes of authorised audits, and establishing, pursuing and defending any claims, to the extent not arising from a separate legal obligation;
   f. pursuant to Article 6(1)(a) of the GDPR – for the purpose of sending information by email about future academic and educational events organised by WSB University, solely where separate consent has been given for such contact.
4. The recipients of the Participant's personal data will be:
   a. internet users visiting: WSB University websites – the wsb.edu.pl portal, social media platforms such as Facebook, Instagram, X Twitter, LinkedIn and YouTube in

connection with WSB University's promotional and informational activities; visitors to the websites of WSB University's Partners; and (where applicable) the websites of press agencies in connection with WSB University's promotional and informational activities (applies only to photographs from the event);

b. entities cooperating with WSB University and processing personal data on the basis of a previously concluded data processing agreement in accordance with Article 28(3) of the GDPR, or authorities and entities acting on the basis of and for the purposes specified under generally applicable legal provisions;
c. university staff or persons employed by the Controller under civil law contracts – on the basis of authorisations granted by the Controller to process personal data pursuant to Article 29 of the GDPR.
d. authorities and entities acting on the basis of and for the purposes specified by generally applicable legislation, and in particular the Minister of Science and Higher Education and other authorised entities involved in the funding, monitoring, control and settlement of a project carried out under the 'Vectors of Science' programme, to the extent resulting from the relevant provisions and funding rules;

5. The Controller may process, in particular:
   a. first name and surname, academic degree or title, affiliation and contact details;
   b. biographical profile, information on academic achievements, title and description of the presentation;
   c. portrait photograph, likeness and voice recorded during the event;
   d. data contained in organisational correspondence and materials provided to the Organiser;
   e. data necessary for the settlement of travel and accommodation costs, where applicable, including information contained in expense documents and data required to process payments.
6. Retention period for personal data:
   a. personal data processed under point 3(a) – for the period necessary to hold the conference and complete the related organisational and accounting activities,
   b. with regard to providing information about the conference and its programme, disseminating the results of the event and documenting its proceedings – for the period necessary to achieve these purposes, taking into account the nature and durability of the materials documenting the academic activities of WSB University;
   c. with regard to the processing of images on the basis of consent – until such consent is withdrawn, provided that the withdrawal of consent does not affect the lawfulness of the processing carried out prior to its withdrawal;
   d. in relation to accounting, financial and tax records – for the period required by law (as a general rule, 5 years from the end of the calendar year in which the tax payment deadline expired),
   e. in relation to documenting project implementation, preparing reports, recording results achieved and safeguarding documentation for audit purposes – for the period specified by the relevant legal provisions, project funding rules or applicable requirements concerning its settlement and archiving (5 years from the year the project ends), and in all other respects for the period necessary to fulfil these purposes; in relation to establishing, pursuing or defending claims – until the expiry of the relevant limitation periods for such claims;
   f. in relation to sending information about future academic and educational events organised by WSB University – until consent to receive such information is withdrawn.
7. The provision of personal data necessary for organising participation in the conference is voluntary; however, failure to provide such data may prevent the preparation and delivery of a presentation. Providing the data necessary for the settlement of travel or

accommodation costs is required to the extent necessary to carry out the relevant settlement. Consent to the dissemination of one's image and to the public sharing of recordings is voluntary.

8. Personal data will not be processed by automated means and will not form the basis for automated decision-making, including profiling.
9. In connection with the processing of Participants' personal data, the Controller will not transfer personal data to a third country. With regard to images (photographs and videos from the event) and in connection with the WSB University's use of social media platforms and online services, in particular Facebook, Instagram, YouTube and TikTok, personal data may be transferred outside the European Economic Area. In cases involving the transfer of personal data to third countries, the Controller ensures that appropriate legal bases and safeguards are applied
10. In connection with the Controller's processing of your personal data, you have the following rights:
    a. the right to request access to your personal data – Article 15 of the GDPR;
    b. the right to request the rectification of your personal data – Article 16 of the GDPR;
    c. the right to request the erasure of personal data – Article 17 of the GDPR;
    d. the right to request the restriction of the processing of personal data – Article 18 of the GDPR;
    e. the right to object to the processing of personal data – Article 21 of the GDPR;
    f. the right to withdraw consent to the processing of personal data at any time, where such processing is carried out on the basis of Article 6(1)(a) of the GDPR. Withdrawal of consent to the processing of personal data does not affect the lawfulness of the processing carried out prior to such withdrawal;
    g. the right to lodge a complaint with the supervisory authority responsible for ensuring compliance with data protection regulations, i.e. the President of the Personal Data Protection Office, ul. Stanisława Moniuszki 1A, 00-014 Warsaw, kancelaria@uodo.gov.pl (in accordance with Article 77 of the GDPR).



