**PERSONAL DATA PROCESSING INFORMATION\***

In connection with the implementation 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, GDPR), please be advised of the rules of processing personal data by **Collegium Civitas** (“CC”) and your rights thereunder.

**I. Indicating the controller**

**The controller of your personal data is Collegium Civitas, a non-state university with its registered office in Warsaw, entered into the Register of Non-state Universities and Associations of Non-state Universities maintained by the Minister of Science and Higher Education under No. 129.**

In the case of any questions regarding the processing of your personal data, please:

1. contact the Data Protection Officer via email: [iod@civitas.edu.pl](mailto:iod@civitas.edu.pl)
2. or write a letter to the following address: Collegium Civitas, 00-901 Warszawa, Plac Defilad 1, PKiN – XII piętro (Palace of Culture and Science, 12th Floor)
3. or visit the Officer at our premises.

**II. Source of personal data**

Your personal data were entrusted to Collegium Civitas by POBS Private Online Business School GmbH, with seat in Vienna, Dominikanerbastei 4/5A.

**III. The purpose of and the legal basis for processing your personal data:**

Your personal data are processed by CC in order to take steps prior to signing of an agreement between you and CC in relation to the MBA programme and in order to take any other action necessary to perform such agreement.

The objective of the processing is therefore to perform an agreement, as foreseen in Article 6(1)(b) of GDPR (the legal basis) and for CC to comply with its obligations under applicable tax law, as foreseen in Article 6(1)(c) of GDPR.

In some cases, personal data are processed in connection with the establishment and exercise of legal claims regarding exercising rights of data subjects. In this case, the legal basis for the processing is a legitimate interest of the data controller (legal basis: Article 6(1)(f) of the GDPR) which consists in the need for the establishment, exercise and enforcement of claims and defence against claims.

Processing of your personal data is a necessary condition for execution and performance of the agreement mentioned in III.

**IV. Scope of personal data to be processed**

The processed personal data shall only cover the following categories:

1. the person’s identity;
2. gender;
3. nationality:
4. addresses including email address and telephone number;
5. information on any study programmes completed so far and the degrees awarded as a result.

**V. Information on recipients of your personal data**

Please be advised that your personal data may be shared with the following categories of recipients:

1. public authorities and entities performing public services or acting at the behest of public authorities, within the scope and for purposes arising from applicable laws;
2. IT service development and support operators;
3. logistics service operators;
4. document archiving operators;
5. mail and courier service operators;
6. operators providing expertise (such as law firms).

**VI. Personal data processing periods**

Your personal data are processed for a period necessary to achieve purposes indicated in III or for a period indicated in applicable laws. In particular, your personal data will be erased after a period necessary to demonstrate that your request has been granted or refused to the satisfaction of a supervisory authority competent for personal data protection.

**VII. Rights of a data subject**

Collegium Civitas wishes to assure you that all persons whose personal data are processed by CC enjoy the rights set forth in GDPR. Consequently, you enjoy the following rights:

1. the right to access personal data, including the right to obtain copies of those data;
2. the right to request a rectification (correction) of personal data, if the data are inaccurate or incomplete;
3. the right to request the restriction of processing personal data, where one of the following applies:

* the accuracy of the personal data is contested by the data subject;
* the processing is unlawful but the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
* the controller no longer needs the personal data for their own purposes, but they are required by the data subject for the establishment, exercise or defence of legal claims;
* the data subject has objected to processing pending the verification whether the legitimate grounds of the controller override those of the data subject;

1. the right to object to the processing of any personal data, where CC processes your personal data based on a legitimate interest of the controller.

**VIII. Information on automated decision-making**

Your personal data will not be subject to automated decision-making.

**IX. The right to file a complaint with the supervisory authority**

In all cases associated with the processing of personal data, you are entitled to lodge a complaint with a relevant supervisory authority for personal data protection.

**All the information above is also available on the CC website at** [**www.civitas.edu.pl**](http://www.civitas.edu.pl)**, “Personal Data Protection” tab.**

\* The information clause only applies to natural persons whose personal data are processed by CC