

INFORMATION CLAUSE

for individuals applying for the TELC examination

As of 25 May 2018, the provisions 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, hereinafter: “Regulation”), are in force. Therefore, pursuant to Article 13(1) and (2) of the Regulation, we would like to provide you with the following information:

Who is the controller of your personal data?

The controller of your personal data is Andrzej Frycz Modrzewski Krakow University (“UAFM”), with its registered office in Kraków (30-705), ul. Gustawa Herlinga-Grudzińskiego 1, e-mail address: iodo@uafm.edu.pl.

What is the purpose and legal basis for processing your personal data?

Your personal data will be processed for the following purposes:

- a) for activities necessary for the recruitment process for the telc examination (hereinafter: “examination”), for contacting you regarding registration and organisation of the examination, for conducting the examination itself, and—if you pass it successfully—for issuing and delivering the certificate, on the basis of Article 6(1)(a) of the Regulation;
- b) for fulfilling information, archiving, and statistical obligations, on the basis of Article 6(1)(c) of the Regulation;
- c) for the establishment, exercise, or defence of legal claims, which constitutes a legitimate interest pursued by UAFM, on the basis of Article 6(1)(f) of the Regulation.

Are you required to provide your personal data?

Providing your personal data is voluntary, but necessary to participate in the recruitment process for the examination, to conduct the examination, to issue the relevant certificate, and to fulfil the other purposes indicated above.

What categories of recipients may receive your data?

The anticipated categories of recipients include persons authorised by the Controller who are responsible for the recruitment process for the examination, members of examination boards, and telc gGmbH, Basler Straße 7, 61352 Bad Homburg (the certificate issuer).

Your personal data may also be transferred to entities cooperating with UAFM in connection with its activities, including entities providing postal, courier, accounting, legal, or IT services, as well as entities mediating or supporting the recruitment of candidates for studies and other forms of education.

What rights do you have?

You have the right to access your personal data and obtain a copy of it, as well as the right to rectify, erase, or restrict the processing of your data. You also have the right to object to processing, the right to data portability, and the right to withdraw your consent at any time. Withdrawal of consent does not affect the lawfulness of processing carried out before its withdrawal. Consent may be withdrawn in writing or electronically by submitting a statement to the Data Controller.

Where can you lodge a complaint regarding data processing?

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

How long will your data be processed and stored?

Your personal data will be processed and stored for the period necessary to achieve the purposes indicated above, and thereafter may be processed and stored for the period of limitation of potential claims. In the case of data processed on the basis of consent, your personal data will be processed until the moment you withdraw your consent.

Will your data be processed automatically?

Your personal data will not be processed by automated means and will not be subject to profiling.

Will your data be transferred to third countries or international organisations?

Your personal data will not be transferred by the Controller to third countries or international organisations.