**Information clause**

Pursuant to Article 13(1) and (2) 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), please be informed as follows:

1. The controller of your personal data shall be the Jan Matejko Academy of Fine Arts in Kraków, pl. Matejki 13, 31-157 Kraków.
2. The Data Controller has appointed a Data Protection Officer, who can be contacted at iod@asp.krakow.pl.
3. Your personal data will be processed for the purpose of conducting the recruitment process, and subsequently for education and documentation management in the doctoral school, for administrative purposes during the course of education, for fulfilling the Data Controller’s informational, archival, and statistical obligations arising from the Act on Higher Education and Science, as well as for monitoring your professional career after completing education in the doctoral school

- based on Article 6(1)(c), (e) of the General Data Protection Regulation, i.e. to comply with a legal obligation of the Data Controller and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of public authority vested in the Data Controller.

1. Your personal data may also be processed:
	1. to enable you to receive educational and career offers and information about the current activities of the University, including through the use of electronic means of communication

- based on the consent you have given us in accordance with Article 6(1)(a) of the General Data Protection Regulation;

* 1. to provide information by post, e-mail, or phone regarding any decisions related to the course of education in the doctoral school and concerning the doctoral scholarship;
	2. to conduct any potential dispute proceedings, proceedings before public authorities, and other proceedings aimed at pursuing or defending against claims;
	3. for purposes related to the organisation of and participation in competitions, conferences, and other events held at the University, as well as the Data Controller’s promotional and advertising activities,

- i.e. in situations where the processing is necessary for the purposes of the legitimate interests pursued by the Data Controller and where the processing is necessary in the exercise of public authority under Article 6(1)(e) and (f) of the General Data Protection Regulation;

* 1. to conduct video surveillance in order to ensure your safety on the premises of the University, to protect property, and, in the case of certain rooms and their immediate surroundings (e.g. server rooms), to maintain the secrecy of information the disclosure of which could expose the University to harm.
1. Providing personal data is voluntary but necessary to carry out the purposes for which it has been collected (the purposes for which it has been collected cannot be achieved without its provision).

Providing personal data to the extent required by the Act on Higher Education and Science is mandatory.

1. You have the right to:
2. access your data and have it rectified;
3. delete or restrict the processing of your data (where processing is based on the consent given to the Data Controller;
4. data portability;
5. object to the processing of your data;

- in the cases and under the conditions specified in the General Data Protection Regulation.

1. Your data may be transferred to entities that process personal data on behalf of the Data Controller (data processors), including but not limited to IT service providers and entities that process data for purposes specified by the Data Controller (such entities process data based on an agreement with the Data Controller).
2. Only entities entitled to obtain personal data under the law will be the recipients of your data.
3. If the processing is based on the consent given to the Data Controller, you also have the right to withdraw your consent at any time without affecting the lawfulness of the processing carried out based on the consent prior to its withdrawal. The withdrawal of consent to process personal data can be sent by e-mail to the Data Protection Officer’s address or by traditional mail to the Data Controller’s address, or submitted in person by visiting the Data Controller’s office.
4. Your data will be stored:
5. for the period necessary for the purposes indicated in item 3, with the proviso that the personal data in the doctoral student’s personal file folder will be kept for 50 years from the date of completion of education in the doctoral school or the date the decision on the removal from the list of doctoral students becomes final;
6. if the consent has been given to receive educational and career offers and information about the current activities of the University, including through the use of electronic means of communication – until the withdrawal of consent.
7. You have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that your data is being processed by the Data Controller in violation of the provisions of the General Data Protection Regulation.
8. Your data will not be processed by automated means, including profiling.
9. Your data will not be transferred to a third country/international organisation.
* *I consent to the processing of my personal data by the Jan Matejko Academy of Fine Arts in Kraków to* enable me to receive educational and career offers and information about the current activities of the University, including through the use of electronic means of communication.
* *I do not consent to the processing of my personal data by the Jan Matejko Academy of Fine Arts in Kraków to* enable me to receive educational and career offers and information about the current activities of the University, including through the use of electronic means of communication.

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*Place, date, and legible signature*

* *I consent to the free use of my image by the Academy of Fine Arts in Kraków – captured during my education in the doctoral school in the form of photographs or audiovisual materials taken during classes, competitions, conferences, events, or ceremonies organised by the Academy, published on the Academy’s website or on social media profiles managed by the Academy, for the following fields of exploitation:*
1. fixation and reproduction by magnetic recording and digital techniques;
2. entering into computer memory and information networks;
3. dissemination of the image – display, reproduction, and making it available to the public in such a way that anyone can access it at a time and place of their choosing, including through information systems.

I acknowledge that my image will be used solely for the purposes of promoting and supporting the operations of the University.

My statement is valid until the consent is withdrawn; however, the withdrawal of consent does not affect the lawfulness of processing that was carried out based on the consent prior to its withdrawal.

* *I do not consent to the use of my image by the Jan Matejko Academy of Fine Arts in Kraków in the manner indicated above.*

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*Place, date, and legible signature*