



**Purposes, legal basis and period of processing of prospective students' data:**

<b>The data will be processed:</b>	<b>Grounds for processing:</b>	<b>Retention period:</b>
1) in order to conduct the procedure for admission to postgraduate studies	Obligations under the law (the Act of 20 July 2018 — the Law on Higher Education and Science) - to conduct the procedure for admission to postgraduate programs <b>(Article 6(1)(c) of GDPR)</b>	until 31/01 — in the case of recruitment for the winter semester; until 30/06 — in the case of recruitment for the summer semester. <b>In the event that a decision is made not to launch a postgraduate program or to postpone the commencement date of a program, the retention period may be extended accordingly for the purpose of continuing the postgraduate admission procedure</b>
2) to investigate the reason for non-enrollment and to evaluate the admissions process	Legitimate interest — adapting the educational offer to customer expectations and improving the quality of the recruitment process <b>(Article 6(1)(f) of GDPR)</b>	until 31/01 — in the case of recruitment for the winter semester; until 30/06 — in the case of recruitment for the summer semester. <b>In the event that a decision is made not to launch a postgraduate program or to postpone the commencement date of a program, the retention period may be extended accordingly for the purpose of continuing the postgraduate admission procedure</b>
3) for marketing purposes (if consent is granted to receive marketing information)	Legitimate interest — implementation of marketing goals, including profiling <b>(Article 6(1)(f) of GDPR)</b>	Until the consent to receive marketing information is withdrawn
4) in order to assert or defend claims	Legitimate interest — assertion or defense of claims <b>(Article 6(1)(f) of GDPR)</b>	until 31/01 — in the case of recruitment for the winter semester; until 30/06 — in the case of recruitment for the summer semester - unless court or administrative court proceedings related to these claims have been initiated. <b>In the event that a decision is made not to launch a postgraduate program or to postpone the commencement date of a program, the retention period may be extended accordingly for the purpose of continuing the postgraduate admission procedure</b>



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**Purposes, legal basis and duration of processing of student data:**

<b>The data will be processed:</b>	<b>Grounds for processing:</b>	<b>Retention period:</b>
1) in order to comply with the terms of the agreement on payment for postgraduate programs	necessity of the processing for the performance of a contract <b>(Article 6(1)(b) of GDPR)</b>	the period of performance of the contract and a period of 7 years from the date of termination of the contract with effect at the end of the calendar year.
2) in order to fulfil tax and settlement obligations	Legal obligation pursuant to Article 86 of the Act of 29 August 1997 — Tax Ordinance <b>(Article 6(1)(c) of GDPR)</b>	5 years, counting from the end of the calendar year in which the deadline for tax payment expired
3) to assert or defend against possible claims	Legitimate interest — assertion or defense of claims <b>(Article 6(1)(f) of GDPR)</b>	7 years, counting from the date of termination of the agreement on payment for a postgraduate program with effect at the end of the calendar year
4) in the event of resignation — to conduct a study to evaluate the quality of education and the reasons for non-enrollment	Legitimate interest — adapting the educational offer to customer expectations and improving the quality of education <b>(Article 6(1)(f) of GDPR)</b>	Up to 6 months from the date of termination of the agreement on payment for a postgraduate program
5) for archival purposes	Legitimate interest — issuing duplicate documents, certificates confirming the completion of studies to graduates <b>(Article 6(1)(f) of GDPR)</b>	1) 50 years for the data included in the personal files of postgraduate students in order to confirm completion of studies  (with the exception of documents constituting the basis for applying for admission to postgraduate studies and the student grade book, as well as their duplicates, if issued);  2) Until the end of the calendar year in which the student completed his / her studies — for other data not included in the personal files of the students.
6) for marketing purposes (if consent is granted to receive marketing information)	Legitimate interest — implementation of marketing goals, including profiling <b>(Article 6(1)(f) of GDPR)</b>	Until the consent to receive marketing information is withdrawn.

**The use of cookie technology for profiling purposes**

If the browser settings of the person completing the recruitment form allow the use of cookies, when an electronic form containing personal data is submitted, SWPS University will be able to combine the history of the user behavior and the data derived from the received form to assign the person according



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to specific criteria such as: preferences, place of residence, level of education, interests and other (profiling).

The purpose of the above action is to send users who have given their consent to receive commercial information — only the information they may potentially be interested in.

#### **Data recipients**

Personal data may be disclosed only to entities that provide services to SWPS University. The data may also be made available to state authorities under applicable laws.

#### **Rights of data subject**

You have the right to request access to your data and the right to object to the processing carried out on the basis of legitimate interest, the right to request: rectification or erasure of your data or restriction of its processing and the right to data portability. If you wish to exercise your rights, please contact SWPS University by mail, marked "IOD" or "Dane osobowe," or by email at: [iod@swps.edu.pl](mailto:iod@swps.edu.pl)

#### **Right to lodge a complaint with a supervisory authority**

You have the right to lodge a complaint with the President of the Personal Data Protection Office, if you consider that the processing of your personal data violates the regulations on protection of personal data.

#### **Information about the requirement to provide data**

Candidates who apply for admission to a postgraduate program are required to provide their data. Providing data is also necessary in order to conclude an agreement on the terms of payment for the study program. Failure to provide the data will result in an inability to conduct the admission procedure for postgraduate studies and, consequently, an inability to conclude an agreement on the conditions of payment for the study program and admission to the postgraduate studies.

#### **Contact details of the Data Protection Officer**

If you wish to exercise your rights, please contact us by mail at the address of SWPS University marked "Inspektor Ochrony Danych" or by e-mail at: [iod@swps.edu.pl](mailto:iod@swps.edu.pl).