

Information on the processing of personal data

Dear Clients,

below you will find information concerning the processing of your personal data. Disclosure of personal data pertaining to third parties should be limited to the information which is essential for the provision of legal services.

Data controller

The data controller with respect to the personal data provided by you shall be SWPS University of Social Sciences and Humanities in Warsaw (hereinafter “**SWPS University**”) with its registered office at: ul. Chodakowska 19/31, 03-815 Warszawa. The controller may be contacted by e-mail at: swps@swps.pl, by telephone at 22 517 96 00 or in writing to the address of the controller. The controller has appointed a data protection officer (hereinafter “IOD”) who may be contacted by e-mail at: iod@swps.edu.pl or in writing to the address of the controller.

Legal grounds and purposes of processing

The data will be processed for the purposes of providing legal assistance within the framework of the Student Legal Services Education Center in the Faculty of Law of SWPS University in Warsaw (hereinafter “Student Legal Services”) pursuant to Article 6 section 1 (b) of the GDPR¹ (the need for processing for the performance of a contract for the provision of legal services).

Pursuant to Article 6 section 1 pt. f of the GDPR (where processing is necessary for the performance of activities arising from the legitimate interest of the data controller), SWPS University shall process personal data also for the purposes of ensuring reliable and professional service by the Student Legal Services and protection against any potential claims.

¹Regulation (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).



Legal grounds and purposes of processing of data under specific protection

In the event of provision of personal data of special categories, including information concerning your health, racial or ethnic origin, political views, religious beliefs, trade union membership, sexuality, or sexual orientation in the course of your cooperation with the Student Legal Services, such data may be processed for the purpose of provision of legal services only with your explicit consent pursuant to Article 9 section 2 (a) of the GDPR. Consent to the processing of the information referred to above may be withdrawn at any time, however such withdrawal shall not affect the lawfulness of processing based on the consent before its withdrawal but will prevent any further activities to be undertaken in relation to the given case.

In the event that the data under specific protection provided by you are used by the Student Legal Services for the purposes of providing legal assistance to you, for instance by their inclusion in the contents of legal advice provided to you, SWPS University may process such data pursuant to Article 9 section 2 (f) of the GDPR for the purposes of establishment, exercise or defence of legal claims.

Period of data storage:

The provided data shall be processed for a period of 10 years following the provision of service by the Student Legal Services.

Recipients of data

The recipients of data shall be authorized public entities as well as subcontractors performing services to the University.

Rights and remedies

You are entitled to request access to the contents of your personal data as well as the right of rectification, the right to request deletion, the right to limitation of processing, the right to object to the processing and the right of data portability, with the reservation that each request relating to the exercise of the aforementioned rights shall be processed individually.

If you believe that the processing of personal data by the controller is unlawful in light of the applicable data protection legislation, you shall be entitled to complain to the relevant supervisory authorities, i.e. the President

of the Personal Data Protection Office.

Information regarding the requirement to provide data

The provision of personal data is voluntary, however it is a prerequisite for the provision of legal assistance by the Student Legal Services. Failure to provide the required data shall prevent the possibility of receiving legal assistance from the Student Legal Services.

The data controller shall not make any automated decision-making, including by means of profiling, based on the gathered personal data.