**Personal data processing information for employees**

According to Article 13  of the 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 GDPR), the Jagiellonian University informs that:

1. The Administrator of your personal data is the Jagiellonian University with its registered office in Gołębia 24, 31-007 Kraków, respresented by the Rector of UJ.
2. The Jagiellonian University appointed the Data Protection Officer www.iod.uj.edu.pl, Gołębia 24, 30-007 Kraków. The Officer can be contacted by email: [iod@uj.edu.pl](mailto:iod@uj.edu.pl) or at the telephone number 12 663 12 25.
3. Your personal data will be processed in order to:

a. execute the contract of employment concluded with you – pursuant to Art. 6 (1) lit b of the GDPR;

b. fulfill the legal obligation incumbent on the Data Administrator pursuant to Art. 6 (1) lit b of the GDPR. As part of the legal obligation, the Data Administrator will also process specific category data (sensitive data) pursuant to Art. 9 (2) lit b and h of the GDPR;

c. perform tasks in the public interest of the Administrator, and in particular ensure the safety of persons with the preservation of their privacy and dignity – pursuant to Art. 6 (1) lit e of the GDPR;

d. implement tasks resulting from the provisions of universally binding law, internal procedures of the Jagiellonian University on the basis of the consent granted by you – Art. 6 (1) lit a of the GDPR.

1. Providing your personal data is a condition for the conclusion and implementation of the above-mentioned contract and the performance of obligations of this contract under law. Failure to provide your personal data will result in inability to conclude and perform the contract and fulfil the legal obligations incumbent on the Administrator in connection with the execution of the concluded contract. Providing personal data processed on the basis of consent is voluntary. However, failure to do so may result in the failure to implement certain procedures.
2. The collected personal data may be made available to institutions and public bodies authorized to process personal data on the basis of universally binding law (e.g. Social Insurance Institution (ZUS), Tax Office (US), National Chamber of Commerce (NIK), National Labour Inspectorate (PIP)) and entities that process personal data on behalf of the Administrator in connection with the provision of services to the Administrator.
3. Should your data be processed as part of the Office 365 service, they may be transferred to third countries (USA) on the basis of entrustment agreement with clauses and a guarantee of Microsoft's implementation of a document called the "Privacy Shield".
4. Your data will be processed for the period defined by applicable law, including in particular the provisions of the Act on National Archive Resources and Archives, Tax Ordinance and other tax acts, act on the social insurance system and other insurance acts. Your personal data will be processed for archival purposes for a period of 10 years.
5. You have the right of access to the content of your personal data, as well as the right to correct, delete, restrict processing, transfer, object to processing – on the terms and conditions set out in the GDPR.
6. If the processing is based on consent, you have the right to withdraw the consent at any time, which shall not affect the lawfulness of processing based on the consent given before the withdrawal. Withdrawal of consent to the processing of personal data can be sent by e-mail to: …………………. or by post to the following address: ……………………, or you can withdraw your consent in person at …………………………………… The consequence of withdrawing consent to the processing of personal data will be the inability of the Administrator to implement certain procedures.
7. Your personal data will not be subject to automated decision making or profiling.
8. You have the right to lodge a complaint with the Inspector General for the Protection of Personal Data if you feel that the processing of your personal data violates GDPR regulations.