Appendix No. 1 to the Regulations of Remote Work at the Jagiellonian University

Ms/Mr Kraków, ………………………….

……………………………………

**Order to perform remote work**

 In order to prevent and counteract the spread of COVID-19, changes have been made to the organisation of work ………………………………………………………………………………………………

(name of JU organizational unit)

In connection with the above\*:

* pursuant to Article 3(1) of the Act of March 2, 2020 on special solutions related to preventing, counteracting and combating COVID-19, other infectious diseases and crisis situations caused by them (hereinafter: the "Covid-19 Act"),
* under section 4h of the covid-19 Act in connection with your request for consent to work during quarantine,
* under section 4ha of the covid-19 Act in connection with your application for consent to work during home isolation

I instruct you to perform the work specified in the employment contract outside the place of its permanent performance, i.e. ............................................. in the form of the so-called remote work,

from ..................... to ............................................, except on days when, in agreement with ......................................................, you will be on duty at the employer's premises.

During the indicated period you are obliged to perform the following tasks:

1) ................................................................................................;

2) ................................................................................................;

3) ................................................................................................;

4) other work ordered by: .................................................................

While performing remote work, you are obliged to comply with the Jagiellonian University Remote Work Regulations, the applicable provisions on personal data protection, in particular the provisions of the Act of 10 May 2018. on the protection of personal data (Journal of Laws of 2019, item 1781) and 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, including the internal legal acts and procedures on the protection of personal data in force at the Jagiellonian University, as well as ensuring the safe processing of the data entrusted to you with ensuring that unauthorised persons do not gain access to the data.

At the same time I instruct you about the obligation to perform work in safe and hygienic working conditions.

…………………………………………………

signature of the Employer or a person representing the Employer /
organisational unit, position

\* tick the appropriate box