**Information relating to the processing of personal data**  
**of employees hired under an employment contract**

**Data Controller**

The University of Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw is the Controller of your personal data, acting as employer, processed in connection with the employment contract concluded.

You can contact the Controller:

* via mail: University of Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw (indicate the organizational unit that is the addressee of the correspondence);
* by phone: 22 55 20 000.

**Data Protection Officer (DPO)**

The Controller has appointed a Data Protection Officer (DPO) who may be contacted via e-mail at: [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl). You may contact the DPO in all the matters regarding the processing of your personal data by the University of Warsaw and executing your rights related to personal data processing.

However, the DPO’s duties shall not include other matters, such as handling current matters related to employment, receipt of documents related to employment, etc.

**Objectives, legal basis and data processing period**

The personal data of employees shall be processed in relation to employment for the following purposes:

1. performance of a concluded employment contract – for the term of the contract (legal basis: Article 6(1)(b) of the GDPR[[1]](#footnote-1));
2. organizing the work of employees – for the term of the contract (legal basis: Article 6(1)(b) of the GDPR);
3. establishment, enforcement or defense of potential claims arising from the employment contract – for a period of three years from the expiry of the employment relationship (legal basis: Article 6(1)(f) of the GDPR);
4. maintaining employee files – for the period of 10/50 years[[2]](#footnote-2) from the expiry of the employment relationship (legal basis: Article 6(1)(c) of the GDPR);
5. the performance of accounting and tax obligations – for the period of five years from the end of the calendar year (legal basis: Article 6(1)(c) of the GDPR);
6. fulfilling obligations related to social security insurance and health insurance – for the period of 10 years since the expiry of the employment relationship (legal basis: Article 6(1)(c) of the GDPR);
7. fulfilling obligations related to occupational health and safety – for the period of 10 years since the expiry of the employment relationship (legal basis: Article 6(1)(c) of the GDPR);

In order to perform the concluded contract of employment your personal data shall be processed within the scope required by generally applicable provisions of labor law: *name(s) and surname; date of birth; contact data indicated by you; education; professional qualifications; course of previous employment; address of residence; PESEL number, and if there is no such number, the type and number of a document confirming identity; other personal data of the employee, as well as personal data of the employee’s children and other members of the employee’s immediate family, if the provision of such data is necessary due to employee using special rights provided for in the labor law; payment account number (only if you have not applied for cash payment of your remuneration).*[[3]](#footnote-3)

All other personal data (*e.g. image, vehicle registration number*) shall be processed if necessary for the purposes of exercising rights and duties resulting from a legal provision, work regulations and/or other applicable regulations. [[4]](#footnote-4)

Special categories of your personal data (so-called sensitive data) mentioned under Article 9 of the GDPR will be processed as part of your employee files and other documentation only for the purposes of complying with the obligation resulting from legal regulations or on the basis of your consent. Such data may include, but not be limited to health data that shall be processed within the scope required by the applicable labor and sanitary laws (e.g. certificate of an occupational medicine physician).

All your other data shall be processed in specific cases after you have given your separate consent to its processing, which you have the right to withdraw at any time. Please also be reminded that withdrawal of your consent shall not affect the lawfulness of processing based on your consent before its withdrawal[[5]](#footnote-5)

**Data recipients**

Your personal data may also be shared with parties authorized pursuant to the provisions of law. Access to your personal data shall also be granted to authorized employees of the Controller who must process the personal data of employees as part of their professional tasks and duties.

Other entities that the Controller commissioned to perform certain activities, e.g. providers of occupational medicine services, services of personal and property protection, postal and courier services, transport services etc., entailing the necessity to process personal data may be data recipients.

You professional data may also be provided to parties to the contracts concluded by the Controller, if it is necessary for the performance of these contracts and results from your professional duties.

**Data transfers outside of the European Economic Area (EEA)**

Your personal data may also be processed by Google, our G-Suite for education service provider at their data processing centers.[[6]](#footnote-6)

**Rights of data subjects**

According to the principles specified by the GDPR, you have the right to:

* access your data and receive its copy,
* rectify (correct) your personal data;
* restrict personal data processing;
* erase personal data (subject to Article 17(3) of the GDPR);

You also have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the personal data processing violates the law.

**Information on the data provision requirement**

Provision of your personal data within the scope resulting from the legal provisions, work regulations of the Controller and as required under other regulations in order to allow the performance of professional duties resulting from the nature of your job position is necessary to conclude an employment contract with you. Providing other personal data is voluntary.

1. 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) (OJ L 119 of 4 May 2016, p. 1 as amended), hereinafter referred to as the “GDPR”. [↑](#footnote-ref-1)
2. 10 years only in the case of people employed after 1 January 2019 [↑](#footnote-ref-2)
3. Article 221 of the Labor Code Act dated 26 June 1974 (Polish Journal of Laws of 2018, item 917 as amended); [↑](#footnote-ref-3)
4. Article 6(1)(b) of GDPR; [↑](#footnote-ref-4)
5. Article 7(3) of the GDPR. [↑](#footnote-ref-5)
6. https://www.google.com/about/datacenters/inside/locations/index.html [↑](#footnote-ref-6)