

INFORMATION ON PERSONAL DATA PROCESSING

DURING VERIFICATION OF ACHIEVED LEARNING OUTCOMES USING IT TOOLS

1. Personal Data Controller

The controller of your personal data is the University of Silesia in Katowice. You can contact the personal data controller in the following ways:

- 1) by post to the address: ul. Bankowa 12, 40-007 Katowice
- 2) by e-mail to the address: administrator.danych@us.edu.pl

2. Data Protection Officer

You can contact the data protection officer in any matters concerning personal data processing and use of rights related to personal data processing in the following ways:

- 1) by post to the address: ul. Bankowa 12, 40-007 Katowice
- 2) by e-mail to the address: iod@us.edu.pl

DPO is not responsible for providing information on the rules of verification of the achieved learning outcomes.

3. Purposes and Legal Basis for Personal Data Processing

Your **personal data (including your image recorded on audio and video recordings)** will be processed to the extent necessary to comply with the legal obligation to which the controller is subject, exercise a public task of the University, **in order to verify the achieved learning outcomes specified in the curriculum, in particular to conduct credits, final exams in a specific course and diploma exams**, outside the premises of the University or outside the premises of its branch, **using IT tools to ensure their course and registration**.

The legal basis for personal data processing is Art. 6 Par. 1 letter c and letter e of GDPR¹ in conjunction with Art. 11 Par. 1 Item 1 and Art. 76 a of the Law on Higher Education and Science; Ordinance no. 71 of the Rector of the University of Silesia of 19 May 2020 on further execution of classes and rules for exams and credits in the summer exam session of academic year 2019/2020, as well as **Instructions for Conducting Exams** using distance learning methods and techniques related to preventing, counteracting and combating COVID-19 adopted at the University of Silesia in Katowice.

The University published the **rules for verification of achieved learning outcomes** (hereinafter referred to as the **Instructions for Conducting Exams**) in the Public Information Bulletin of the University of Silesia at the following link: <http://bip.us.edu.pl/zarzadzenie-nr-712020>

4. Personal Data Retention Period

We will process your personal data (audio recordings, audiovisual recordings) for a period necessary to achieve the intended effect, i.e. diploma exam recordings will be removed as soon as the report has been drawn up and approved by all committee members, whereas in the case of conducting credits and final exams in specific courses, the recordings will be stored for a period not longer than 14 days from the date of the relevant exam or credit.

¹ Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (general regulation on data protection)

5. Data RecipientsWe may share your personal data with data processors (Microsoft – as part of Office 365 Education for free) and other data processors to whom the personal data controller, pursuant to a personal data processing agreement, entrusts the performance of specific services, which require the processing of your personal data, as well as with public bodies or entities authorised to obtain your data pursuant to the binding legal provisions.

6. Transmission of Personal Data outside the European Economic Area (EEA)

Your personal data may also be processed by the Microsoft Office 365 Education service provider. Microsoft hereby declares to comply with the requirements specified in the data protection law regulations adopted in the countries of the European Economic Area and Switzerland concerning the collection, use, transmission, retention and other processing of personal data, whereas all cases of personal data transmission to a third country or international organisation shall be properly secured pursuant to Art. 46 of GDPR. Moreover, Microsoft is certified under the Privacy Shield EU-USA and Switzerland-USA — Privacy Shield Framework.

7. Rights related to Personal Data Processing

You are entitled to the following rights:

- 1) right to access your personal data;
- 2) right to rectify (correct) your personal data which are incorrect and/or incomplete;
- 3) right to remove your personal data. This entitlement shall not apply in particular when personal data processing is necessary in order to comply with a legal regulation or exercise a public task;
- 4) right to restrict your personal data processing;
- 5) right to object to the processing of your personal data – in the case when the basis for personal data processing is the exercise of public tasks of the University, unless the University has substantiated the existence of legally valid and justified grounds for such personal data processing, which override the interests, rights and freedoms of the data subject;
- 6) right to lodge a complaint with the supervisory board dealing with the protection of personal data, i.e. President of the Office for Competition and Personal Protection.
- 7) the data shall not be subject to an automated decision-making process, including profiling.

8. Obligation to Submit Personal Data and Consequences of Failure to Provide Personal Data

Providing your personal data is necessary for **verification of the achieved learning outcomes, using IT tools to ensure the control of the course and recording of credits, final exams in specific courses and diploma exams.**

In the case of a failure to provide your personal data, it will not be possible to achieve the above-mentioned purpose.