Annexe

**GDPR Information Clause for people from outside/guests visiting the residents of student residence halls (dorms) and teacher residence halls of the University of Silesia**

**1. Personal Data Administrator**

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

1) by mail to the address: ul. Bankowa 12, 40-007 Katowice

2) by e-mail: administrator.danych@us.edu.pl

**2. Data Protection Officer**

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

1) by mail to the address: ul. Bankowa 12, 40-007 Katowice

2) by e-mail: iod@us.edu.pl

**3. Purpose and legal basis for personal data processing**

The legal basis for the processing of your personal data is Art. 6 Par. 1 (d, e) and Art. 9 Par. 2 (i) of the Regulation of the European Parliament and of the Council (EU) 2016/279 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):

* performance of a task carried out in the public interest, **in order to ensure order and safety in the premises of the University, provide safe and hygienic conditions of work and education, ensure the security of property** by providing safeguards in the premises and buildings owned by the University - **by registering people from outside/guests visiting the residents of student residence halls (dorms) and teacher residence halls** (pursuant to Art. 50 Par. 1 and Art. 51 Par. 1 of the Law on Higher Education and Science; Art. 5a of the Law on Principles of Management of State Property, Art. 36 Par. 1 of the Law on Protection of Persons and Property, Section 6 of the Regulation of the Council of Ministers on detailed operations of security employees)

*Providing your personal data (in particular: first name and surname, document type, series and number) is voluntary, but required in order to ensure the safety of people and university property.* In the case you do not provide your personal data/present your documents for registration to the security employee/porter, you will not be allowed to enter the student residence halls (dorms) and teacher residence halls.

**4. Personal data storage period**

We shall store your personal data for the period required to ensure the protection of people and property. As soon as the above-mentioned purpose has been completed, your personal data shall be removed, not later than before the expiry of 3 months from the date of their collection. In the case when proceedings are conducted by the authorised state authorities (for the purpose of evidence or pursuing claims), this period may be extended until such proceedings have been completed.

**5. Data recipients**

We will share your personal data with the company protecting the premises of the University (Era sp. z. o.o., ul. Katowicka 16 B, 41-500 Chorzów) pursuant to the concluded agreement for entrusting personal data processing. We can also share your personal data with public bodies or entities authorised to obtain such data based on the effective legal regulations.

**6. Rights related to personal data processing**

You shall have the right to:

1) access your personal data;

2) request rectification of your personal data which are incorrect and obtain completion of incomplete personal data;

3) request the removal of your personal data. This right shall not be applicable, in particular to the extent to which data processing is necessary to perform a task carried out in the public interest;

4) request restriction in the processing of your personal data;

5) lodge a complaint against the processing of your personal data, due to your specific situation, in the cases when we process your personal data in order to carry out a public task or legitimate interest;

6) lodge a complaint to a supervisory body dealing with personal data protection, i.e. President of the Office for Competition and Consumer Protection.