

Information on processing personal data – incoming staff

Pursuant to 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, hereinafter referred to as „RODO”, we inform that:

1. The administrator of your personal data shall be Nicolaus Copernicus University in Toruń located in Gagarina 11 Street, 87-100 Toruń (hereinafter: University, ADO).
2. Your personal data obtained in relation to recruitment for a staff mobility under Erasmus+ Programme and the servicing of your mobility will be processed for the following purposes:
 - a. Pursuant to art. 6, item b) RODO, for execution of contract, including:
 - performing administrative tasks with foreign universities / institutions related to the implementation of the staff mobility,
 - drafting the required reports during and after the realization of mobility, including reports in European Commission systems,
 - conducting surveys,
 - collecting mobility-related documentation for the period of 8 years from signing the individual mobility agreement,
 - b. Pursuant to art. 6 section 1 item. f RODO – legally justified interest of ADO:
 - for determination, defense or pursuing claims – for the period until the time bar, or for the period of litigation being conducted by relevant institutions or courts in case of pursuing claims, which is the period of 8 years,
 - for internal purposes of making comparisons, analyses and statistics for the period of 8 years,
 - for the purpose of keeping records of incoming and outgoing correspondence – perpetually,
 - for the purpose of marketing own products and services – the period of 8 years.
3. At your request, you have the right to:
 - a. request access to personal data and, subject to the provisions of law, the right to alter it,
 - b. request to delete or limit the processing of your personal data,
 - c. object to processing your personal data
 - d. demand that your personal data processed in IT systems be transferred to another administrator.
4. You have the right to file a complaint to the President of Personal Data Protection Office.
5. Your personal data shall, not be provided to any entities other than public administration units, courts and bailiffs in circumstances provided for by law, as well as entities with which ADO cooperates in terms of debt collection or legal services.
7. Your personal data may be sent beyond the territory of the European Union, to your home university or a Polish Embassy or Consulate in a candidate’s country of origin.
8. Your data will not be subject to operations which involve automated decision-making, nor will it be subject to automated profiling.
9. Should you wish to contact the University on matters related to processing personal data, especially for the purpose of filing a motion for execution of your rights, the following e-mail address should be used: iod@umk.pl or ADO’s correspondence address, with the note “IOD”.
10. Your data will be transferred to the European Commission - Directorate-general Education, Youth, Sport and Culture, which shall be a separate administrator of your personal data. Detailed information available at <https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement>