

Information on the Processing of Personal Data for Employees

In accordance with Article 13 of the Regulation 2016/679 of the European Parliament and of the Council (EU) 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, hereinafter "GDPR"), Jagiellonian University informs that:

1. The controller of your personal data is Jagiellonian University, ul. Gołębia 24, 31-007 Kraków, represented by the Rector of the Jagiellonian University.
2. Jagiellonian University has appointed a Data Protection Officer, ul. Czapskich 4, 31-110 Kraków, email: iod@uj.edu.pl[(mailto:iod@uj.edu.pl)], phone number 12 663 12 25 – from Monday to Friday between 8:00 AM and 3:00 PM.
3. Your personal data will be processed for the purpose of:
 - a. fulfilling the employment contract concluded with you – based on Article 6(1)(b) GDPR;
 - b. fulfilling a legal obligation incumbent on the data controller – based on Article 6(1)(c) GDPR in conjunction with Article 221§2 and 4 of the Labour Code (Journal of Laws of 2018, item 917). As part of fulfilling the legal obligation, the data controller will also process special categories of data (sensitive data) in accordance with Article 9(2)(b) and (h) in conjunction with Article 221§2 and 4 of the Labour Code (Journal of Laws of 2018, item 917) GDPR;
 - c. performing tasks in the public interest of the data controller, in particular ensuring the safety of individuals while maintaining their privacy and dignity – in accordance with the applicable Jagiellonian University Video Surveillance Regulations available on the website <https://bip.uj.edu.pl/> and the information obligation regarding the processing of images in video surveillance available on the website <https://iod.uj.edu.pl/monitoring-wizyjny> based on Article 6(1)(e) GDPR;
 - d. carrying out certain procedures and granting certain entitlements – based on Article 6(1)(a) GDPR, i.e., expressed consent.
4. Providing your personal data is a condition for concluding and fulfilling the aforementioned contract and fulfilling the obligations arising from legal provisions within the framework of the concluded contract. The consequence of not providing personal data will be the inability to conclude and fulfill the contract and fulfill the legal obligations incumbent on the data controller in connection with the fulfillment of the concluded contract. Providing personal data processed based on consent is voluntary. However, not providing them may result in the inability to carry out certain procedures and grant certain entitlements.
5. The collected personal data may be disclosed to institutions and public authorities authorized to process personal data based on generally applicable legal provisions (e.g., ZUS, US, NIK, PIP) and entities processing personal data on behalf of the data controller in connection with the provision of services to the data controller.
6. Your business data, including contact details such as name, surname, position/function held at the Jagiellonian University, business phone number, business email address, unit, division, business address of your unit (these are data that you use to perform tasks and official activities in connection with the employment contract concluded with the Jagiellonian University) will be disclosed by the Jagiellonian University as an employer on the university's websites to enable contact and establish and maintain relationships with contractors and clients (including students, candidates for studies, alumni, doctoral students, employees of other public entities, etc.).
7. Your data will be processed for the period specified by applicable legal provisions, including in particular the provisions of the Act on the National Archival Resource and Archives, the Tax Ordinance and other tax laws, the Act on the Social Insurance System and other insurance laws. Your personal data will be processed for archival purposes for a period of 50 years or 10 years - if employment occurred from January 1, 2019, counting from the end of the calendar year in which the employment relationship was terminated or expired, unless separate regulations provide for a longer period of storage of employee documentation.
8. You have the right to access your data and rectify, delete, restrict processing and transfer data, object to processing data – under the conditions and principles specified in the GDPR. To the extent that your personal data is processed based on consent, you have the right to withdraw consent to the processing of personal data without affecting the processing carried out before the withdrawal of consent.
9. Your personal data will not be subject to automated decision-making or profiling.
10. You have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data violates the provisions of the GDPR.