

**Information duty resulting from Art. 13 par. 1 and par. 2 of the 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):**

1. Data controller of guests' personal data is University of Białystok, Świerkowa 20 B, 15-328 Białystok.
2. Data controller has designated Data Protection Officer responsible for the proper processing of personal data who can be contacted via email: iod@uwb.edu.pl.
3. Personal data will be processed for the purpose of:
  - hosting foreign guests at the University of Białystok mainly on the basis of international agreements and projects,
  - for statutory, archival and statistical purposes,
  - for use of contact details for business purposes,
  - for financial purposes.
4. A legal basis to process foreign guests' personal data is:

**Art. 6 par. 1 item a of General Data Protection Regulation, i.e.** – *explicit, unambiguous and voluntary consent of a candidate to process his personal data for the needs of the recruitment procedure in relation to contact information,*

**Art. 6 par. 1 item b of General Data Protection Regulation, i.e.** - *processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract,*

**Art. 6 par. 1 item c of General Data Protection Regulation, i.e.** - *processing is necessary for compliance with a legal obligation to which the controller is subject.*

5. Providing personal data is voluntary but necessary to be hosted at University of Białystok. Providing contact information is equivalent to consent to their processing.
6. Data may only be disclosed to guest's home institution or other external entities such as: visa application agencies, travel agencies, embassies, consulate offices, police departments, border guard departments, dormitory administration, etc. and in cases envisaged by the provisions of law.  
Data will be stored for the period necessary for the purposes of processing, and for the period required by internal regulations of the University of Białystok or by other agreements concerning interinstitutional cooperation regulations and by the provisions of law.
7. The guest has the right of access to and rectification or erasure of your personal data as well as restriction of data processing and portability and objection to data processing. The guest has the right to revoke their consent.
8. Whenever data processing infringes the provisions of the law in force, the guest has the right to lodge a complaint with supervisory authority.
9. Personal data submitted will neither be processed automatically nor profiled in any way.

I hereby acknowledge that I have read and understood the above information and I consent to the processing of my personal contact information by the University of Białystok for the needs as described above.

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Place, date

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Signature