

## INFORMATION ON PERSONAL DATA PROCESSING – CAREERS OFFICE

**Personal Data Controller - Vistula School of Hospitality**, Stokłosa 3, 02-787 Warsaw,  
**Contact details to the Personal Data Controller**, e-mail address: [info@vistula.edu.pl](mailto:info@vistula.edu.pl).  
**Data Protection Officer**, e-mail: [iod@vistula.edu.pl](mailto:iod@vistula.edu.pl)

### Purpose, legal basis and the period of personal data processing

- Organizing and documenting student internships/job placements. The legal basis for data processing is the necessity to comply with the Data Controller's legal obligation, i.e. the Law on Higher Education and Science. Data processing will be conducted until completing the retention period of documents related to the learning process, in accordance with applicable regulations.
- Monitoring professional careers of university graduates. The legal basis for data processing is a voluntary consent of the person. Data processing will be held until the consent is withdrawn.
- Contacting graduates to present them opportunities for self-fulfillment and professional development. The legal basis for data processing is the voluntary consent of the person. Data processing will be conducted until the consent is withdrawn.
- Conducting competence tests and survey research. The legal basis for data processing is the person's consent, expressed by voluntary participation in the test or completing the survey. Data processing will be conducted until the consent is withdrawn.
- Sharing data with host entities conducting students' internships/job placements. The legal basis for data processing is the legitimate interest of the Data Controller, which is the necessity to transfer data in connection with the contract concluded with the host entity on the organization of student internships or job placements.
- Sharing data with other entities that are the graduate's potential employer. The legal basis for data processing is the person's voluntary consent. Data processing will be conducted until the consent is withdrawn.

### Data recipients

- service providers entrusted with the processing of Personal Data under a contract for the purposes of providing services to the Data Controller, in particular entities such as IT service providers, companies providing mailing services - to the extent necessary for the proper performance of the ordered services,
- entities that are independent data controllers to whom data will be made available in connection with the performance of the contract for the data subject, in particular, entities organizing internships and job placements as well as potential employers.
- other entities providing courier, postal and legal services for the Data Controller.

### Transferring data to third countries (i.e. outside the European Economic Area)

Due to the use of IT solutions from external suppliers, e.g. Microsoft, it may be necessary to transfer personal data to recipients in third countries, however we ensure that the data is appropriately secured. For that purpose, we cooperate only with entities based on Standard Contractual Clauses approved by the European Commission, while maintaining appropriate measures to guarantee the security of processed data at least at the level applicable in the European Union.

### Voluntary data provision

Providing data is voluntary, however failure to provide it may result in inability to fulfil the above-mentioned aims.

## **Rights related to the processing of Personal Data**

You have the right to:

- access your data and to demand its correction,
- withdraw voluntary consent. Withdrawal of consent does not affect the lawfulness of data processing that was carried out before consent withdrawal.
- transfer Personal Data, i.e., to receive Personal Data in a structured, commonly used machine-readable format, in the case of data processing related with concluding and performing a contract/order.
- restrict data processing or to delete data (“the right to be forgotten”)
- the right to object at any time to the processing of personal data when this data is processed by the Data Controller as part of the implementing its legitimate interests;

In matters related to data processing and implementation of the above rights, you may contact the Data Controller or the Data Protection Officer. Contact details are provided above.

In addition, the data subject has the right to lodge a complaint against the processing of his /her Personal Data by the Data Controller to the President of the Personal Data Protection Office.