



SZKOŁA GŁÓWNA  
GOSPODARSTWA  
WIEJSKIEGO

## **The information obligation for attendees of scientific conferences, training courses, workshops or other events organized by Warsaw University of Life Sciences (SGGW)**

### **WHO IS THE DATA CONTROLLER?**

In accordance with the general data protection regulation (hereinafter: GDPR), the controller of your personal data is Warsaw University of Life Sciences, with its registered office at 166 Nowoursynowska Street, 02-787 Warsaw (hereinafter: **SGGW** or the **Data Controller**).

The Data Controller can be contacted:

- In writing: Szkoła Główna Gospodarstwa Wiejskiego w Warszawie ul. Nowoursynowska 166, 02-787 Warszawa (SGGW, 02-787 Warsaw, Nowoursynowska 166)
- By phone: +48 (22) 59 310 00.

The Data Controller is an entity responsible for the security of personal data and their processing in accordance with the provisions of the law.

### **FOR WHAT PURPOSE AND ON WHAT LEGAL BASIS DO WE USE THE DATA?**

We will use your personal data for the following purposes:

- implementation of activities performed at your request prior to entering into a contract i.e., before registering and submitting the application for participation in an organized event (Article 6 (1) (b) of the GDPR - to take steps at the request of the data subject prior to entering into a contract;
- entering into a contract for participation in an event organized by SGGW, and its proper performance, registration of attendees, organization and conducting the meeting, and the implementation of any activities related to the organization of the event, including communication on organizational matters, possible preparation of IDs and certificates confirming participation in the event (Article 6 (1) (b) of the GDPR - contract, or art. 6 (1) (f) GDPR - legitimate interest),

- fulfillment of the Controller's legal obligations related to the organization of the event, e.g., financial settlements or accounting reporting (Article 6 (1) (c) of the GDPR - legal obligation);
- investigating or defending against possible claims related to the contract being the basis for participation in the event or in connection with the need to prove certain facts that are of significant importance to the Controller in this respect (Article 6 (1) (f) of the GDPR - legitimate interest); the deadlines for pursuing claims under the contract are specified in detail in the Civil Code;
- ensuring the appropriate quality of services provided, in particular through satisfaction surveys of event attendees (Article 6 (1) (f) of the GDPR - legitimate interest);
- maintaining and developing business relationships (Article 6 (1) (f) of the GDPR - legitimate interest);
- direct marketing implementation (Article 6 (1) (f) of the GDPR - legitimate interest);
- providing the sanitary or emergency services with the contact details of the event attendees, upon their request, (Article 6 (1) (c) - compliance with a legal obligation, Article 6 (1) (f) of the GDPR - legitimate interest);
- documenting the course of the event and recording the image of the attendees, as well as the publication of videos and photos, based on a separate consent given by the event attendee (Article 6 (1) (a) of the GDPR - consent);
- implementation of marketing activities via electronic means of communication, with a separate consent and on the basis of applicable legal provisions, in particular the Act of 18 July 2002 on Providing Services by Electronic Means (Journal of Laws 2020.344, i.e.) and the Telecommunications Act of 16 July 2004 (Journal of Laws 2019.2460, i.e., as amended) (Article 6 (1) (a) of the GDPR - consent).

The provision of data is voluntary, but necessary for the conclusion of the contract and its performance. The consequence of failure to provide personal data will be the inability to conclude and perform the contract, including participation in an event organized by the Controller.

Please be advised that your data will not be used to make decisions based solely on the automated processing, including profiling within the meaning of Article 22 of the GDPR.

## **HOW LONG DO WE INTEND TO USE THE DATA?**

We will use the data for the period necessary to achieve the purposes described above. Depending on the legal basis, it will be respectively:

- the term of preparation and organization of the event;
- the term specified in the provisions of applicable law clauses;
- the term of implementation of the legitimate interest of the Controller;

- the term of limitation of claims;
- until a possible objection is raised;
- until a consent is withdrawn.

## **HOW TO WITHDRAW THE CONSENT TO THE PROCESSING OF PERSONAL DATA?**

You have the right to withdraw your consent to the processing of personal data at any time in the case of data processed on its basis. The consent may be withdrawn, in particular, by contacting the data Controller via the contact details indicated above. If you exercise this right, we will stop processing such data and it will be deleted. The withdrawal of your consent does not affect the lawfulness of processing based on consent before its withdrawal.

## **WHAT ARE YOUR RIGHTS?**

You may submit a request to us for: an access to personal data (information about the personal data being processed and a copy of the data), rectification of data (if they are incorrect), data portability (in the cases specified in the GDPR), erasure or restriction of personal data processing in accordance with the principles set out in the GDPR.

Notwithstanding the rights listed above, you may file an objection against processing of your data at any time, if the legal basis for the use of data is a legitimate interest (Article 6 (1) (f) of the GDPR).

Moreover, 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 law.

## **WHO DO WE TRANSFER YOUR DATA TO?**

Subject to all data security guarantees, your data may be transferred (except to persons authorized by the Controller) to other entities, including entities authorized to receive them as provided by law, to entities processing them on our behalf (e.g., technical service providers and entities providing us with consultancy services), as well as other administrators ((e.g., notary or legal offices).

## **HOW CAN YOU CONTACT US ON THE PERSONAL DATA PROTECTION?**

The Data Controller has appointed the Data Protection Officer, who you can contact in matters related to the processing of personal data and the exercise of the user rights in accordance with the provisions on the protection of personal data via:

- In writing: Szkoła Główna Gospodarstwa Wiejskiego w Warszawie ul. Nowoursynowska 166 02-787 Warszawa (SGGW, 02-787 Warsaw, Nowoursynowska 166);
- e-mail address: [iod@sggw.edu.pl](mailto:iod@sggw.edu.pl)

#### **TRANSFER OF DATA OUTSIDE THE EUROPEAN ECONOMIC AREA (EEA)**

Due to the use of Microsoft services by the Data Controller, your data may be transferred outside the European Economic Area, e.g., to the USA. Microsoft provides guarantees resulting from compliance with Chapter 5 of the GDPR and has been obliged to comply with the protection of personal data on the basis of standard contractual clauses concluded with SGGW. More information can be found at: <https://privacy.microsoft.com/pl-pl/privacystatement>