**Information on processing personal data – CIVIL LAW AGREEMENTS**

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| …………………………………………………………………………  *Name and surname* |
| …………………………………………………………………………  *Organizational unit* |

In accordance with Article 13 (1) and (2) of the basic regulation on Personal Data Protection of 27 April 2016, Jan Dlugosz University in Czestochowa informs that:

1. Jan Dlugosz University in Częstochowa, 4/8 Waszyngtona Street, 42-200 Częstochowa is the administrator of your personal data:
2. The contact data of the Personal Data Protection Officer of the Jan Dlugosz University in Czestochowa are: e-mail: [iod@ujd.edu.pl](mailto:iod@ajd.czest.pl), phone: +48 34 37-84-133;
3. Your personal data will be processed for the implementation of the contract, processing is necessary for the performance of the contract;
4. Your personal data will not be shared with other recipients;
5. Your personal data will not be transferred to a third country/international organisation;
6. Your personal data will be stored for the period of time required by the regulations of the applicable law: payroll data - 50 years, financial data - 5 years;
7. You have the right of access to the content of your data and the right to rectification, the right to restriction of data processing , the right to data portability;
8. You have the right to lodge a complaint with the President of the Office for Personal Data Protection if you consider that the processing of any personal data concerning you violates the provisions of the basic regulation on the Personal Data Protection of 27 April, 2016;
9. Submission of your personal data is a condition for entering into a contract. You are obliged to provide them and not providing them will result in the inability to conclude a contract;
10. Your personal data will not be processed by automated means, including profiling.

*Hereby, acknowedged by:*

*…………………………………… ………………………………………………………………..*

*date the undersigned*