**Content of the Information Obligation – Recognition of a Certificate Issued Abroad**

Your personal data will be processed in accordance with the provisions of the Regulation of the European Parliament and Council (EU) of April 27, 2016, on the protection of natural persons regarding the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (General Data Protection Regulation, GDPR).

**1. Information about the Data Controller**

The controller of your personal data is the Małopolski Education Superintendent (Małopolski Kurator Oświaty). You may contact us in the following ways:

1. By mail: Kuratorium Oświaty w Krakowie, ul. Szlak 73, 31-153 Kraków;
2. Through ePUAP: KOKrakow/skrytka
3. Through e-Delivery: AE:PL-23387-37626-IRHSW-19;
4. By email: [kurator@kuratorium.krakow.pl](mailto:kurator@kuratorium.krakow.pl);
5. By phone: +48 12 448 11 10; Fax: +48 12 448 11 62.

**2. Data Protection Officer**

We have appointed a Data Protection Officer. This is the person you can contact regarding any matters related to the processing of personal data and the exercise of rights related to data processing. You may contact the Data Protection Officer in the following ways:

1. By mail: Kuratorium Oświaty w Krakowie, ul. Szlak 73, 31-153 Kraków, with the note “To the Data Protection Officer”;
2. By email: [iod@kuratorium.krakow.pl](mailto:iod@kuratorium.krakow.pl);
3. c) By phone: +48 12 448 11 65.

**3. Purpose and Legal Basis for Processing**

We will process your data for the purpose of recognizing a certificate issued abroad. The legal basis for processing is your consent expressed through the submission of a request to initiate proceedings (Article 6(1)(a) GDPR) and compliance with a legal obligation imposed on the controller (Article 6(1)(c) GDPR), as required by the following legal provisions:

1. Act of September 7, 1991, on the Education System (Journal of Laws of 2024, item 750, as amended);
2. Act of June 14, 1960, Administrative Procedure Code (Journal of Laws of 2024, item 572, as amended)
3. Regulation of the Minister of National Education of March 25, 2015, on the proceedings for recognizing a certificate or other document or confirming education or qualifications to continue education obtained in a foreign education system (Journal of Laws of 2023, item 1885);
4. Regulation of the Prime Minister of January 18, 2011, on the office manual, uniform list of records, and instructions for organizing and operating archives (Journal of Laws of 2011, No. 14, item 67, as amended);
5. Delivery and receipt of correspondence using the public registered electronic delivery service and public hybrid service – based on Article 6(1)(c) GDPR in connection with fulfilling the legal obligation imposed on the controller under the Act of November 18, 2020, on electronic deliveries (Journal of Laws of 2024, item 1045, as amended).

**4. Recipients of Personal Data**

Your personal data will be made available to entities authorized to receive them in accordance with the applicable laws. In particular, if an appeal or complaint is filed against a decision, the recipients of your data may include the Minister of Education and the designated e-Delivery service operator. Additionally, recipients may include entities authorized to handle deliveries and entities contracted by the controller to provide maintenance services for IT systems and other necessary services.

**5. Data Retention Period**

We will retain your personal data for **50 years** (starting from January 1 of the year following the final resolution of the case).

**6. Rights of Data Subjects**

According to personal data protection regulations, you have the right to request access to your personal data, as well as to correct (rectify) them. You also have the right to request deletion or restriction of processing and to object to processing, provided that further processing is not necessary for the controller to fulfill a legal obligation and that no overriding legal grounds exist.

**7. Right to Withdraw Consent**

Where your data is processed based on consent, you have the right to withdraw your consent at any time. Withdrawal of consent does not affect the lawfulness of processing carried out before its withdrawal. You may withdraw your consent by sending a statement via mail to our correspondence address or by email.

**8. Right to Lodge a Complaint with the President of the Personal Data Protection Office**

If you believe that the processing of personal data violates data protection regulations, you have the right to file a complaint regarding the processing carried out by the controller. Complaints may be submitted to: **Personal Data Protection Office (UODO)** Biuro Urzędu Ochrony Danych Osobowych ul. Stawki 2, 00-193 Warsaw, Poland Phone: +48 22 531 03 00 Fax: +48 22 531 03 01 Email: kancelaria@uodo.gov.pl

**9. Information on the Requirement to Provide Data**

Providing personal data is voluntary but is required to process the request for recognizing a certificate issued abroad.

**10. Automated Decision-Making, Including Profiling**

The controller will **not** make automated decisions based on personal data, including decisions resulting from profiling.

**11. Transfer of Data to Third Countries**

Your data will **not** be transferred to any third country or international organization.