

## **GDPR-compliant privacy notice**

*Pursuant to Article 13(1) and (2) of the Regulation (EU) of the European Parliament and of the Council dated 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 (hereinafter the GDPR), I give notice that:*

### **Data administrator:**

The administrator of your personal data is Małopolskie Province Education Superintendent with headquarters in Kraków, ul. Szlak 73, 31-153 Kraków, ePUAP: KOKrakow/skrytka, tel.: 12 448 11 10, fax: 12 448 11 62, e-mail: [kurator@kuratorium.krakow.pl](mailto:kurator@kuratorium.krakow.pl).

### **Data protection supervisor**

Contact with the data protection supervisor at the Regional Board of Education in Kraków: e-mail: [iod@kuratorium.krakow.pl](mailto:iod@kuratorium.krakow.pl), tel. 12 448 11 65.

### **Purpose of data processing and its legal basis:**

Your personal data will be processed for the purpose of conducting a recognition procedure regarding a certificate issued abroad pursuant to:

- the Education System Act dated 7 September 1991 (Dz. U. [Journal of Laws] of 2021 item 1915, as amended);
- the Act dated 14 June 1960 – Code of Administrative Procedure (Dz. U. [Journal of Laws] of 2022 2000);
- the Regulation of the Minister of National Education dated 25 March 2015 on the recognition procedure regarding a certificate or other document or confirmation of education or qualifications for further education obtained in a foreign education system (Dz. U. [Journal of Laws] of 2015 item 447, as amended);
- the Regulation of the Prime Minister dated 18 January 2011 on office instructions, uniform lists of files and instructions on the organization and scope of operation of company archives (Dz. U. [Journal of Laws] of 2011 No. 14, item 67, as amended).

Personal data for which the law does not provide a basis for their processing, we will process on the basis of your consent expressed by submitting an application for recognition of a certificate issued abroad.

### **Data recipients:**

Your personal data will not be transferred to any data recipients unless such an obligation results from the provisions of law.

### **Transfer of data to a third country/international organisation:**

Your personal data will not be transferred to a third country/international organisation.

### **Personal data retention period:**

Your personal data will be stored for a period of 50 years of the end of the calendar year when the application was submitted.

### **Right of access to the personal data:**

You have the right to access your personal data, the right to request their correction, the right to raise an objection to processing and the right to request transfer of the data to another administrator, and, in the case your phone number and e-mail address were provided, also the right to delete the data or limit their processing.

### **The right to lodge a complaint with the supervisory authority:**

You have the right lodge a complaint with the Director of the Personal Data Protection Office if you feel that the processing of your personal data violates the provisions of the GDPR: Personal Data Protection Office Headquarters, ul. Stawki 2, 00-193 Warszawa, tel.: 22 531 03 00, fax: 22 531 03 01, e-mail: [kancelaria@uodo.gov.pl](mailto:kancelaria@uodo.gov.pl).

**Consequences of failure to provide personal data:**

Your personal data are required to issue a decision on the recognition of a certificate issued abroad. If you do not provide your personal data, your application will not be reviewed.

**Automated decision-making, profiling:**

Your personal data will not be processed in an automated manner, including profiling.