***In accordance with* Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 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 (General Data Protection Regulation),* we inform that:**

1. The administrator of personal data is the University of Bialystok, ul. Świerkowa 20B, 15-328 Bialystok.
2. The data controller has appointed a Data Protection Officer who can be contacted via e-mail: iod@uwb.edu.pl.
3. Processing of personal data in accordance with § 4 of the Appendix to the Ordinance No. 64 of the Rector of the University of Bialystok of July 23, 2020 on the *Regulations of the Student Residence Hall of the University of Bialystok* is necessary to conclude and perform the contract of renting a room in the Student Residence Hall.
4. The legal basis for the processing of personal data is provided:

Article 6(1)(b) of the General Data Protection Regulation, i.e. - *processing is necessary to take action at the request of the data subject before concluding a contract;*

Article 6(1)(c) of the General Data Protection Regulation, i.e. - *processing is necessary to fulfil the legal obligation of the controller,*

Article 6(1)(e) of the General Data Protection Regulation, i.e. *- processing is necessary for the performance of a task carried out in the public interest or in the exercise of public authority entrusted to the controller.*

1. Providing the data is voluntary, but it is necessary to rent a room in the Student Residence Hall.
2. The person concerned has the right of access to the content of his or her data, the right to rectification, deletion, restriction of processing, transferability of data and to object to the processing.
3. Contracts, income receipts and invoices due to the archiving category resulting from the Ordinance No. 10/98 of the Rector of the University of Bialystok of August 13, 1998 on the *implementation of the Office Instructions of the University of Bialystok and the Instruction on the operation and organization of the Archive of the University of Bialystok* will be kept for 5 years.

8. Whenever there is a circumstance that the processing violates the provisions of the applicable law, the interested party has the right to lodge a complaint with the President of the Personal Data Protection Office at ul. Stawki 2, 00-193 Warsaw.

9 The personal data provided will not be processed automatically or profiled.

***In accordance with* Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 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 (General Data Protection Regulation),* we inform that:**

1. The administrator of personal data is the University of Bialystok, ul. Świerkowa 20B, 15-328 Bialystok.
2. The data controller has appointed a Data Protection Officer who can be contacted via e-mail: iod@uwb.edu.pl.
3. The data of a visitor to the resident of Student Residence Hall in accordance with § 19 paragraph 4 point 1 of the Appendix to the Ordinance No. 64 of the Rector of the University of Bialystok on the *Regulations of the Student Residence Hall of the University of Bialystok*, upon presentation of a document with a photo confirming identity, are entered in the visitors' register in order to ensure the safety of residents and employees of SRH and the protection of their property and the property of the University of Bialystok on the basis of Article 6(1)(f) of the General Data Protection Regulation (legally justified interest of the administrator).
4. Providing the data is voluntary, but it is necessary to enter the Student Residence Hall.

5. The person concerned has the right of access to the content of his or her data, the right to rectification, deletion, restriction of processing, transferability of data and to object to the processing.

6. Due to thecategory of archiving, resulting from the Ordinance No. 10/98 of the Rector of the University of Bialystok of August 13, 1998 on the *implementation of the Office Instructions of the University of Bialystok and the Instruction on the operation and organization of the Archive of the University of Bialystok,* the registerswill be kept for 2 years.

7. Whenever there is a circumstance that the processing violates the provisions of the applicable law, the interested party has the right to lodge a complaint with President of the Personal Data Protection Office at ul. Stawki 2, 00-193 Warsaw.

8. The personal data provided will not be processed automatically or profiled.