

**Personal questionnaire of a candidate applying for admission to study at the SGH Warsaw School of Economics by transfer from other domestic or foreign university**

1. Last name .....
2. Name(s) .....
3. Date and place of birth .....
4. Nationality.....
5. Country of birth (applies to non-Polish citizens) .....
6. Information about holding the Pole's Card (*Karta Polaka*), if applicable .....
7. PESEL (Personal Identification Number) or, if there is no PESEL, the name and number of the identity document, and the country in which the document was issued .....
8. E-mail address .....
9. Telephone number .....
10. Residence address .....
- (street, house and apartment number) .....
- (postal code and locality) .....
11. Mailing address (if different from item 10): .....
12. Country of attainment of a high school diploma or its equivalent: .....
13. Information about the university where the degree was obtained (applies to a candidate who is a second-cycle student):

Name of the university .....  
.....  
University address .....  
.....  
Faculty, programme and mode of study .....  
.....

14. I am a student:

Name of the university .....  
.....  
University address .....  
.....  
Faculty, programme and mode of study .....  
.....  
Album (Transcript of Records) number .....  
Number of completed semesters of study .....

In the event that I am accepted to study at the SGH Warsaw School of Economics, hereinafter referred to as "SGH", I declare:

- 1) as a first foreign language .....  
(name of language, level of proficiency, number of semesters passed)
- 2) as a second foreign language (applies only to a candidate applying for admission to full-time first-cycle studies at SGH)  
.....  
(name of language, level of proficiency, number of semesters passed)

In the event that the Dean of the appropriate study issues a decision to admit me as a transfer student at SGH, I undertake to submit a complete set of required documents to the appropriate Dean's Office and to pay the fees due.

I confirm the truthfulness of the above data with my own signature.

Warsaw, ... .....  
.....  
(candidate's signature)

### **Declaration of consent to the processing of personal data**

SGH has cultivated relationships with students, doctoral students and alumni for more than 110 years. We are constantly developing our educational activities to support members of the SGH community in developing social and professional competence.

In the interest of maintaining the highest standards of communication, we depend on your giving the following consents so that we can stay in touch.

### **I consent to SGH processing my personal data for the purpose of (please indicate):**

- sending information related to the statutory activities of SGH extending beyond the educational process (educational offer, information about conferences, trainings, events, newsletters, participation in research, alumni contacts);
- sending information and offers from partner and cooperating institutions (conferences, events, newsletters, participation in research) solely through SGH organisational units;
- carrying out research on SGH alumni's career developments.

Your consent to the processing of personal data is voluntary, but necessary if you wish to receive information from us. You may withdraw your consent to the processing of personal data at any time without affecting the lawfulness of processing based on your consent before its withdrawal.

Your consent or lack of consent does not have any impact on the procedure for your admission to the SGH studies by transfer.

Warsaw, ... ..

.....  
(candidate's signature)

## **Personal data processing notice**

Pursuant to Article 13 of regulation of the European Parliament and of the Council (EU) 2016/679 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 repealing Directive 95/46/EC (General Data Protection Regulation), (OJ EU L 119 of 04.05.2016, p. 1, as amended), hereinafter referred to as “GDPR”, SGH advises about the following:

### 1. Data Controller

The Controller of personal data is the SGH Warsaw School of Economics with its registered office at al. Niepodległości 162, 02-554 Warsaw.

### 2. Data Protection Officer

The Controller has appointed a Data Protection Officer who can be contacted via e-mail: [iod@sgh.waw.pl](mailto:iod@sgh.waw.pl).

### 3. Purpose and legal basis for the processing of personal data

Personal data will be processed for the following purposes:

- 1) to conduct the proceedings on your admission to the studies at SGH by transfer and – in the case of your admission – handling the educational process at SGH – the legal basis for the processing of personal data is Article 6(1)(c) of the GDPR (processing is necessary for compliance with a legal obligation to which the controller is subject ) and the provisions of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws [*Dz.U.*] of 2022, item 574, as amended<sup>1)</sup>), hereinafter referred to as “LHES”;
- 2) statistical objectives, for the purpose of fulfilment of reporting obligations by SGH – the legal basis for the processing of personal data is Article 6(1)(c) of the GDPR, in conjunction with the provisions of the Public Statistics Act of 29 June 1995 (Journal of Laws [*Dz.U.*] of 2022, items 459 and 830) and the provisions of LHES;
- 3) sending information about the statutory activities of SGH extending in scope beyond the educational process; sending information and offers from partners and cooperating institutions; and researching the career trajectory of SGH alumni,

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<sup>1)</sup> The amendments to the consolidated text of the aforementioned Act were published in Journal of Laws of 2022 [*Dz.U.*], items 583, 655, 682, 807, 1010, 1079, 1117 i 1459.

provided that you give your consent – the legal basis for the processing of personal data is Article 6(1)(a) of the GDPR.

#### 4. Duration of personal data processing

Personal data will be processed for the duration of the procedure for your admission to study at SGH by transfer, and thereafter for the period of retention of archival records, in accordance with applicable regulations.

In the case of your admission, your personal data will be processed in accordance with the course of training, and will be archived and stored for 50 years, in accordance with applicable regulations.

#### 5. Obligation to provide personal data and consequences of failure to do so

The provision of personal data is necessary in order to process your application for admission as a transfer student at SGH and, in the case of your admission, to handle the educational process at SGH.

Provision of data is a requirement under the law. If you refuse to provide your data, you will not be able to participate in the procedure in this case.

#### 6. Recipients of personal data

Where the Controller uses the services of other entities, personal data may be disclosed to them on the basis of personal data processing contracts and those entities will be required to preserve the confidentiality of the data processed. The recipients of the personal data are the Minister responsible for higher education and science and the Central Statistical Office.

#### 7. Rights in relation to the processing

You have the right to access the personal data you provided, rectify them or restrict the processing. You may withdraw your consent to the processing of personal data for the purposes referred to in paragraph 3(3) at any time, which will not affect the lawfulness of the processing that took place before the withdrawal. No decisions will be taken on the basis of your personal data if these decisions are based solely on automated processing within the meaning of Article 22 of the GDPR.

#### 8. The right to lodge a complaint with the President of the Personal Data Protection Office

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 GDPR.