



Republic
of Poland

Co-funded by the
European Union



Appendix No. 2 – documents required by NAWA

DECLARATION OF PARTICIPATION IN THE PROJECT

PROJECT DETAILS	
Project details of the National Agency for Academic Exchange	Title of the Agency's Project " " " " Agency Project Number ... European Funds for Social Development 2021-2027, Measure 01.05 Skills in Higher Education
NAWA Programme Name and Year of announcement	
Name of NAWA Beneficiary	
Beneficiary's project title NAWA	
Beneficiary project number NAWA	

I, the undersigned:

First name	
Surname	
Personal identification number (if applicable)	

declare my voluntary participation in the Agency's Project on the terms specified in the Recruitment Regulations for the NAWA Beneficiary's project.



Republic
of Poland

Co-funded by the
European Union



Furthermore, I declare that:

1. I have read and understood the rules for recruitment and participation in the NAWA Beneficiary project, contained in the NAWA Beneficiary Recruitment Regulations, I accept all the provisions of the abovementioned Regulations and I declare that I meet the criteria for participation in the project specified in the above-mentioned Regulations.
2. I have been informed that the NAWA Beneficiary project is implemented as part of the Agency Project, which I become a participant in upon signing this Declaration.
3. I have been informed of the obligation to participate in the measurement of the results of the Agency Project within 4 weeks of the end of my participation in the support, in surveys and evaluations carried out for the purposes of the Agency Project and the NAWA Beneficiary project.
4. I belong to the following target group category covered by the Agency Project:
Foreign student,
 - ☐ Foreign doctoral student,
 - ☐ Domestic student,
 - ☐ Domestic doctoral student,
 - ☐ Foreign teaching staff, position:

☐ Foreign research staff, position:

☐ Foreign administrative staff, position:



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



- ☐ Academic teachers, position:

- ☐ Non-academic staff, position:

- ☐ Scientific and research-technical staff, position:

- ☐ Other employees of scientific and research units, position:

Having been informed of the criminal liability under Article 233 of the Criminal Code for making a false statement or concealing the truth, which provides for imprisonment of up to 3 years, I declare that the information contained in this Declaration is complete and true.

I acknowledge that this information may be verified for accuracy.

I undertake to immediately inform the National Agency for Academic Exchange and the NAWA Beneficiary of any changes to the personal and contact details provided in the Declaration and other application documents.

Signature of the project participant

*[signed: with a qualified electronic
signature; trusted profile, handwritten
signature; electronic authorisation]*



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



PROJECT PARTICIPANT PERSONAL DATA FORM

Project details of the National Agency for Academic Exchange	Title of the Agency's Project ". " Agency Project Number ... European Funds for Social Development 20212027, Measure OJ.05 Skills in higher education
NAWA Programme Name and Year announcement	
Name of NAWA Beneficiary	
Beneficiary Project Title NAWA	
Beneficiary project number NAWA	

Beneficiary details NAWA [to be completed by the Beneficiary NAWA]

Name of institution	
Tax Identification Number	
Type of institution	<i>Please tick the appropriate answer:</i> <input type="checkbox"/> University <input type="checkbox"/> Polish Academy of Sciences <input type="checkbox"/> Scientific institute of the Polish Academy of Sciences <input type="checkbox"/> research institute



Republic
of Poland

Co-funded by the
European Union



	<input type="checkbox"/> international scientific institute <input type="checkbox"/> institute operating within the Łukasiewicz Research Network About the federation of higher education and science institutions <input type="checkbox"/> other		
Country			
Province			
District			
Municipality		Area by degree of urbanisation (DEGURBA)	DATA WILL BE AUTOMATICALLY COMPLETED IN THE DATABASE AUTOMATICALLY AFTER ENTERING THE NAME OF THE MUNICIPALITY
Town		Postcode	
Street			
Building number		Premises number	
Telephone Contact			
Email			

Project Participant Details [to be completed by the Participant]

First name	
------------	--



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



Surname	
Personal identification number	I do not have

	<i>D I have Please enter your PESEL number]:</i>
Type of participant	<p>Please select one of the following answers:</p> <p><input type="checkbox"/> <input type="checkbox"/> Foreign student,</p> <p><input type="checkbox"/> Foreign doctoral student,</p> <p><input type="checkbox"/> Domestic student,</p> <p><input type="checkbox"/> Domestic doctoral student,</p> <p><input type="checkbox"/> Foreign teaching staff</p> <p><input type="checkbox"/> Foreign research staff</p> <p><input type="checkbox"/> Foreign administrative staff</p> <p><input type="checkbox"/> Academic teachers</p> <p><input type="checkbox"/> Non-academic staff</p> <p><input type="checkbox"/> Research and technical staff</p> <p><input type="checkbox"/> Other employees of scientific and research units</p>
Name of the institution the Participant represents	
Gender	<p>Please select one of the following answers:</p> <p><input type="checkbox"/> Female <input type="checkbox"/> male</p>



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



Age	Age at the time of joining the Project:		
Education	Please select the appropriate answer: <input type="checkbox"/> lower than basic (ISCED 0) <input type="checkbox"/> primary (ISCED 1) <input type="checkbox"/> lower secondary (ISCED 2) <input type="checkbox"/> upper secondary (ISCED 3) <input type="checkbox"/> post-secondary (ISCED 4) <input type="checkbox"/> Higher education (ISCED 5-8)		
Country			
Province			
District			
Municipality		Area by degree of urbanisation (DEGURBA)	DATA WILL BE AUTOMATICALLY COMPLETED IN THE DATABASE AFTER ENTERING THE NAME OF THE MUNICIPALITY
Town		Postcode	
Street			
Building number		Premises number	
Contact telephone number			



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



POLEISH NATIONAL AGENCY
FOR ACADEMIC EXCHANGES

Email		
Labour market status at the time of joining the project	Unemployed person, including long-term unemployed	No, I do not belong to this group Yes — I belong to this group
	Long-term unemployed person	No — I do not belong to this group

		Yes — I belong to this group
	Economically inactive person	No, I do not belong to this group Yes — I belong to this group
	Employed person or selfemployed person	No, I do not belong to this group Yes — I belong to this group

Participant status at the time of joining the Project	
Person of foreign origin	<i>Please select the appropriate answer:</i> No, I do not belong to this group I refuse to provide this information Yes — I belong to this group
Third-country national	<i>Please select the appropriate answer:</i> No, I do not belong to this group I refuse to provide information D Yes — I belong to this group



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



A person belonging to a national or ethnic minority (including marginalised communities),	<p><i>Please select the appropriate answer:</i></p> <p>No – I do not belong to this group</p> <p>I refuse to provide information</p> <p>Yes — I belong to this group</p>
A person experiencing homelessness or affected by exclusion from access to housing	<p><i>Please select the appropriate answer:</i></p> <p>No — I do not belong to this group</p> <p>I refuse to provide information</p>
	<p>Yes — I belong to this group</p>
Person with disabilities	<p><i>Please select the appropriate answer:</i></p> <p>No, I do not belong to this group</p> <p>I refuse to provide information</p> <p>Yes — I belong to this group</p>

Signature of the project participant *[signed: with a qualified electronic signature; trusted profile; handwritten signature, electronic authorisation]*



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



Information clauses regarding the processing of personal data for Project participants

The data of project participants is processed on the basis of Article 88 of the
Implementation Act

by three separate controllers: the Managing Authority — the Minister
responsible for Regional Development, the Intermediate Body — the National
Centre for Research and Development, and the National Agency for Academic
Exchange.

INFORMATION CLAUSE OF THE MANAGING AUTHORITY — MINISTER RESPONSIBLE FOR REGIONAL DEVELOPMENT

In order to fulfil the obligation imposed by Articles 13 and 14 of the GDPR , in
connection with Article 88 of the Act on the principles of implementing tasks
financed from European funds in the 2021-2027 financial perspective , we
hereby inform you about the rules for the processing of your personal data:

I. Controller

A separate controller of your data is the Minister responsible for regional
development, with its registered office at ul. Wspólna 2/4, 00-926 Warsaw.

II. Purpose of data processing

Personal data will be processed in connection with the implementation of the
FERS, in particular for the purposes of monitoring, reporting, communication,
publication, evaluation, financial management, verification and audits, and for the
purposes of determining the eligibility of participants.



Republic
of Poland

Co-funded by the
European Union



Providing data is voluntary, but necessary to achieve the above-mentioned purpose. Refusal to provide data means that it will not be possible to take appropriate action.

III. Basis for processing

We will process your personal data because:

1. We are required to do so by law (Article 6(1)(c), Article 9(2)(g) and Article 10 GDPR) :
 - Regulation (EU) No 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund, as well as financial rules for those funds and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy,
 - Regulation (EU) 2021/1057 of the European Parliament and of the Council of 24 June 2021 establishing the European Social Fund Plus (ESF+) and repealing Regulation (EU) No 1296/2013 (OJ EU L 231 of 30 June 2021, p. 21, as amended)
 - Act of 28 April 2022 on the principles of implementation of tasks financed from European funds in the 2021-2027 financial perspective, in particular Articles 87-93,
 - Act of 14 June 1960 – Code of Administrative Procedure,
 - Act of 27 August 2009 on public finance.



Republic
of Poland

Co-funded by the
European Union



IV. Method of data collection

We obtain data directly from the persons to whom it relates, or from institutions and entities involved in the implementation of the Programme, including in particular applicants, beneficiaries and partners.

V. Access to personal data

Your personal data is accessible to the controller's employees and associates. In addition, your personal data may be entrusted or made available to:

1. entities to whom we have outsourced tasks at FERS,
2. European Commission bodies, the minister responsible for public finance public authorities, the president of the social insurance institution,
3. entities that provide us with services related to the operation and development of ICT systems, as well as ensuring connectivity, e.g. IT solution providers and telecommunications operators.

VI. Data retention period

Personal data is stored for the period necessary to achieve the purposes specified in point II.

VII. Rights of data subjects You have the following rights:

1. the right to access your data and receive a copy thereof (Article 15 of the GDPR),
2. the right to rectify your data (Article 16 of the GDPR),
3. the right to erase your data (Article 17 of the GDPR) - unless the circumstances referred to in Article 17(3) of the GDPR apply,
4. the right to request the controller to restrict the processing of your data (Article 18 of the GDPR),
5. the right to transfer your data (Article 20 of the GDPR) – if processing is based on a contract: for the purpose of concluding or performing it (within the meaning of



Republic
of Poland

Co-funded by the
European Union



Article 6(1)(b) of the GDPR), and in an automated manner ny^[5]

6. the right to lodge a complaint with the supervisory authority of the President of the Personal Data Protection Office (Article 77 of the GDPR) - if the person considers that the processing of their personal data violates the provisions of the GDPR or other national provisions regulating the protection of personal data, applicable in Poland.

VIII. Automated decision-making

Personal data will not be subject to automated decision-making, including profiling.

IX. Transfer of data to a third country

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

- X. Contacting the data controller and Data Protection Officer If you have any questions regarding the processing of personal data by the Minister responsible for regional development, please contact the Data Protection Officer (DPO) as follows:

- by post (ul. Wspólna 2/4, 00-926 Warsaw),
- by email (email address: IOD@mfi.pr.gov.pl).

Signature of the project participant

{signed: with a qualified electronic signature; trusted profile; handwritten signature, electronic authorisation}

**INFORMATION CLAUSE OF THE INTERMEDIARY INSTITUTION -
NATIONAL CENTRE FOR RESEARCH AND DEVELOPMENT**



Republic
of Poland

Co-funded by the
European Union



In accordance with Articles 13 and 14 of the European Parliament Regulation 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 (hereinafter: "GDPR"), I hereby inform you that:

1. the controller of your personal data is the National Centre for Research and Development (hereinafter: "NCBR") with its registered office in Warsaw (00-801), ul. Chmielna 69;
2. the Data Protection Officer (DPO) can be contacted at the following e-mail address: iod@ncbr.gov.pl and at the NCBR's postal address indicated above, with the note "Data Protection Officer";
3. Personal data is processed for the purpose of implementing a project carried out under the European Funds for Social Development Programme 2021 - 2027 ("FERS"), in particular for the purpose of project evaluation and selection, conclusion of a grant agreement, project implementation supervision, reporting, communication, publication, evaluation, financial management, verification and control, auditing, evaluating information and promotion activities, its reception, evaluation and financial settlement, for the purposes of determining the eligibility of participants and the possible establishment, investigation or defence of claims;
4. Personal data is processed for the purpose indicated above, i.e. processing is necessary for the performance of a task carried out in the public interest (Article 6(1)(e) of the GDPR), and the NCBR is authorised to process your personal data pursuant to the Act of 30

April 2010 on the National Centre for Research and Development in connection with the performance of the tasks of the NCBR specified therein and on the basis of the Act of 28 April 2022 on the principles of implementation of tasks



Republic
of Poland

Co-funded by the
European Union



financed from European funds in the financial perspective 2021-2027, and in particular Chapter 18 of that Act (Article 6(1)(c) of the GDPR);

5. personal data has been obtained directly from you or from public registers or from institutions and entities involved in the implementation of the project, including in particular from applicants, beneficiaries and partners;
6. the NCBR processes your personal data contained in the grant application or provided in the course of the implementation of the tasks indicated in point 3 of the clause;
7. Providing personal data is necessary to achieve the above-mentioned purpose. Refusal to provide such data will make it impossible to take appropriate action;
8. personal data will be processed for the period necessary to achieve the purpose specified in point 3), and then for archiving purposes for a period consistent with the NCBR office instructions and the uniform Subject File List;
9. the recipients of personal data will be public authorities and entities performing public tasks or acting on behalf of public authorities, to the extent and for the purposes resulting from legal provisions, as well as entities providing services necessary for the performance of tasks by the NCBR, in particular the entity supporting the performance of tasks is NCBR+ sp. z o.o. This data may also be transferred to IT partners, entities providing technical or organisational support, archiving and destruction of documents, postal, courier and payment services, and marketing services.
10. You have the following rights in relation to the NCBR: to request access to your personal data, to rectify it, to delete it, to restrict its processing, and to object to the processing of your personal data. To exercise your rights,



Republic
of Poland

Co-funded by the
European Union



please contact the data protection officer at the e-mail address provided in point 2 above.

11. you also have the right to lodge a complaint with the President of the Personal Data Protection Office;
12. your personal data will not be subject to automated decision-making, including profiling;
13. Your personal data will not be transferred to a third country.

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 (OJ EU L 1 19 of 4 May 2016, pp. 1-88).

Act of 28 April 2022 on the principles of implementation of tasks financed from European funds in the 2021-2027 financial perspective (Journal of Laws 2022, item 1 079), hereinafter referred to as the "Implementation Act".

Applies only to projects activating persons serving prison sentences.

One or more legal provisions should be indicated – it is possible to refer to them to a limited extent for the purposes of a specific clause.

For the automation of personal data processing, it is sufficient for the data to be stored on a computer disk.

The template is specified by the Intermediate Body.

Signature of the project participant

{signed: with a qualified electronic signature; trusted profile; handwritten signature, electronic authorisation}



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



**Information clause of the National Agency for Academic Exchange
concerning the processing of personal data of participants in projects
financed from the European Social Development Fund 2021-2027 (ESDF)**

Controller	National Agency for Academic Exchange (Agency) ul. Polna 40, 00-635 Warsaw
Purpose and legal basis for data processing	<p>The Agency processes your personal data on the basis of Article 6(1)(c) and (e) ^{of the GDPR}, as well as pursuant to Article 9(2)(g) and (j) of the GDPR in conjunction with Article 6(1)(c) and (e) of the GDPR for the purpose of:</p> <ol style="list-style-type: none">1) performing a public task in the field of internationalisation of higher education and science entrusted to the Agency, i.e. the task specified in Article 2 of the Act of 7 July 2017 on the National Agency for Academic Exchange;2) fulfilling the Agency's legal obligations related to the implementation of the project financing agreement, including statistical and monitoring, reporting, communication, publication, evaluation, financial management, verification and

* 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



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



	conducting project audits and determining the eligibility of participants;
Categories of data processed	<p>The Agency may process the following categories of your data:</p> <ol style="list-style-type: none">1) identification data, as specified in Article 87(2)(1) of the ^{Implementing Act}⁶, including: first name, surname, address, e-mail address, telephone number, fax number, PESEL (Personal Identification Number), REGON (National Business Registry Number), education, internet identifiers;2) data related to the scope of your participation in the project, as specified in Article 87(2)(2) of the Implementation Act, including: remuneration, form and duration of involvement in the project;3) Your details appearing on the documents confirming the eligibility of expenditure, as specified in Article 87(2)(3) of the Implementation Act, including your bank account number and professional experience;4) data specified in Article 87(3) of the Implementation Act regarding origin

⁶Act of 28 April 2022 on the principles of implementation of tasks financed from European funds in the 2021-2027 financial perspective



	<p>racial or ethnic origin or concerning health referred to in Article 9 of the GDPR;</p> <p>5) data concerning the image of persons participating in the implementation of the Programme or taking part in events related to it — <i>on</i> the basis of voluntarily given separate consent.</p>
Data processing period of data	Your personal data will be processed by the Agency until the purpose of processing ceases to exist or for the period resulting from the archival category of the documents in which the data is included, as specified in the implementing provisions to the Act of 14 July 1983 on national archival resources and archives.
Sharing/entrusting of data	With all guarantees security Your Agency may disclose your data to entities authorised to receive it under the law, including in particular under the Implementation Act, or transfer it to entities processing it on behalf of the Agency under an appropriate data processing agreement.
Transfer of data to third countries	Your data will not be transferred to a third country or an



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



	<p>. Should it be necessary to transfer data to a third country, the Agency will ensure appropriate safeguards for the transfer of such data and effective legal protection measures, in particular standard contractual clauses adopted by the European Commission, and will inform you of this fact.</p>
Decisions based solely on automated processing of personal data, including profiling	Not applicable.
Requirement to provide data/source of data	<p>The Agency obtains data directly from the persons concerned or from institutions and entities involved in the implementation of FERS projects, including in particular applicants, beneficiaries and partners.</p> <p>Refusal to provide data means that the application will not be considered or that a specific person will not be able to participate in the implementation of the Programme.</p>
Rights of the data subject concerned	You may submit a request to us for access to your personal data, rectification



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



	<p>data, transfer data and restrict the processing of personal data - in accordance with the rules set out in the GDPR.</p> <p>You may also lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data by the Agency violates the law.</p>
Contact details for the data protection officer at the Agency	odo@nawa.gov.pl

Signature of the project participant

{signed: with a qualified electronic signature; trusted profile; handwritten signature, electronic authorisation}

PARTICIPANT'S CONSENT TO THE PROCESSING OF DATA AND IMAGE

I consent to the recording of my image in the form of analogue photography, digital photography or video recording by the National Agency for Academic Exchange (Administrator) and to the free use of my image (including the possibility of describing it with my name, surname, position, title, institution, country of origin, programme I participated in) for the purposes indicated below (please tick the appropriate box or boxes below):

- ☐ dissemination of studies and publication on the Administrator's website,
- ☐ dissemination of studies and publication on the Administrator's social media,



European Funds
for Social Development



Republic
of Poland

Co-funded by the
European Union



- ☐ publication in the Administrator's offer, advertising or promotional materials,
- ☐ dissemination of studies and publication in the Administrator's internal materials (e.g. on the notice board),
- ☐ publication of studies in printed form.

☐ I acknowledge that:

- the transfer of this consent to a third party requires my prior written consent,
- personal data will be used in accordance with the following information obligation.

INFORMATION OBLIGATION

The administrator of personal data (name, surname, position, participant affiliation, institution address, academic degree, image) within the meaning of the General Data Protection Regulation (GDPR) is the National Agency for Academic Exchange (ul. Polna 40, 00-635 Warsaw). The data is used for the purposes indicated above, on the basis of voluntary consent (Article 6(1)(a) of the GDPR, Article 81 of the Act of 4 February 1994 on copyright and related rights). This consent may be revoked at any time (the revocation does not affect the lawfulness of the use of data during the period when the consent was valid). The data will be used until the consent is withdrawn. The data may be transferred to entities cooperating with the Controller (e.g. companies operating the Controller's websites). The data subject has the right to access, rectify, delete, restrict the processing of their personal data or lodge a complaint with a supervisory authority, in accordance with the rules set out in the GDPR. Contact for matters relating to personal data protection: odo@nawa.gov.pl. The dissemination of an image that is only a detail of the whole (group photos,



Republic
of Poland

Co-funded by the
European Union



photos/recordings from parties, photos/recordings where the image of a person is not the main or fundamental element of the shot) does not require consent (legal basis: Article 81(2)(2) of the Act of 4 February 1994 on copyright and related rights).

Signature of the project participant

[signed: with a qualified electronic signature, trusted profile, handwritten signature, electronic authorisation]