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Rules for recruitment for training on the use of artificial intelligence tools in higher education

organized as part of the project

**"Advancing Academic Excellence: CIVICA Collaboration for Research,
Didactics, Dual Degrees, AI Training, and Scientific Internships (CIVICA+)"
funded by the National Agency for Academic Exchange - Support for European
Universities**

§1 General information

1. The training is organized by SGH Warsaw School of Economics (hereinafter referred to as SGH).
2. The training will take place on March 25-26, 2026, at the SGH headquarters.
3. The training will be conducted in English.
4. The training program is attached to these regulations.
5. Participation in the training is free of charge.

§2 Training participants

1. The training is open to administrative, teaching, research, or research and teaching staff employed at one of the universities affiliated with the CIVICA consortium, i.e.
 - 1) Bocconi University,
 - 2) Central European University,
 - 3) European University Institute,
 - 4) Hertie School,
 - 5) IE University,
 - 6) National University of Political Studies and Public Administration,
 - 7) Sciences Po,
 - 8) SGH Warsaw School of Economics,
 - 9) Stockholm School of Economics,
 - 10) The London School of Economics and Political Science

who will be employed by one of these institutions at least in the period between the date of submitting the application for the training and the last day of the training.

2. Training participants must demonstrate knowledge of English at least at the B2 level.
The Organizer does not require external certification of language proficiency.



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3. Training participants are required to complete the documents (specified in Appendix 2 to these regulations) at the time and in the form specified by the Organizer, but no earlier than upon confirmation of their participation in response to the message of qualification referred to in section 10.
4. Training participants are required to take part in the training evaluation process by completing questionnaires provided by the Organizer before and after the training. The data obtained by the Organizer in this way will not be used for any purpose other than evaluating the training and assessing the degree to which the participants have achieved the learning objectives. The provision of data enabling the identification of participants in the forms will only serve to allow the assessment of the progress made by a given participant as a result of the training.
5. The questionnaires referred to in §1(4) will contain open and/or closed questions developed by the Organizer to assess the level of knowledge on the topics covered in the training related to the use of AI (in accordance with the attached training plan) before and after the training. The organizer will provide all training participants with the conditions necessary to complete the questionnaires reliably, while taking into account the specific needs of each participant.

§3 Recruitment process

1. Due to the fact that the best assessment of the individual needs of employees in the field of artificial intelligence tools in higher education is only possible at the level of individual CIVICA partner universities, the organizer leaves it to these universities to nominate participants for the training.
2. The nomination of training participants should be carried out in accordance with the principles of equality and diversity and to ensure the closest possible participation of different groups of employees: (a) administrative, (b) research, teaching, and research and teaching,



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3. To ensure as equal a number of participants as possible from each CIVICA university, the training organizer will offer an equal number of places to each partner university in the alliance. If any of the partner universities are not interested in participating in the training, the training organizer reserves the right to adjust the number of participants that can be nominated by other CIVICA universities, based on the extent of their involvement in other activities carried out within the NAWA WUE CIVICA + project.
4. The participant selection process is based on applications sent directly by potential candidates via the IT system. The system will open on 23 January 2026 at 10:00 a.m. and close on 6 February 2026 at 10:00 a.m.
5. In the application, each potential participant is required provide the following information:
 - 1) First and last name,
 - 2) Contact details (email address, phone number),
 - 3) Gender,
 - 4) Nature of work performed at a CIVICA university
(administrative/research/teaching/research and teaching)
 - 5) CIVICA university where you are employed,
 - 6) Level of knowledge of AI-related issues (according to your own assessment).

The application form is available at [- 'CIVICA+ - AI training' REGISTRATION – Wypełnij formularz](#)

6. After the recruitment process is closed, the Committee appointed by the project manager will, in consultation with the CIVICA partner universities, verify the participants qualified to participate in the training in accordance with §3(2)
7. Information about the level of knowledge of AI issues is not taken into account in the recruitment process and is only a guideline for the trainer.



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8. By submitting their application, candidates confirm that they are familiar with and accept the training recruitment rules and confirm that they meet the conditions set out therein (in particular regarding knowledge of English).
10. Immediately after finalizing the list of participants, the Organizer will inform all candidates of the outcome of the recruitment process at the e-mail addresses provided in the application form, and will ask the qualified participants to confirm their participation in the training.
11. If confirmation is not received within the time limit specified in the recruitment results notification (not less than 3 working days), the Organizer has the right to remove the qualified candidate from the list of participants.
12. In the case referred to in §3(11), as well as in the case of subsequent resignation of any of the participants sufficiently in advance of the training, the task coordinator may add person/persons to the list of participants, following the rules set out in §3(2) as far as possible.

§5 Financing of travel and accommodation costs

1. If participants wish to take advantage of the possibility of having their travel and/or accommodation arranged and paid for by the training organizer, they are required to send an email with information regarding:
 - 1) means of transport (train or plane; financing of other forms of transport is not possible),
 - 2) preferred connections (date of travel, time and place of departure, and time and place of arrival),
 - 3) number of nights in Warsaw (maximum 3 between March 24 and 27, 2026),
 - 4) other information necessary for booking and purchasing a ticket,



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in response to the Organizer's email informing about qualification for the training referred to in §2(8).

§6 Additional information

1. Training participants undertake to respond immediately to emails sent by the Organizer. Communication difficulties may result in removal from the list of and may also result in the cancellation of the decision to finance travel and/or accommodation costs.
 - 1) Any questions regarding the training may be addressed to the task coordinator, Prof. Bartosz Witkowski, at bwitko@sgh.waw.pl . To receive a response as quickly as possible, it is advisable to include "CIVICA+ – AI training" in the email subject line.

§7 Final provisions

1. The regulations come into force on the date of their announcement and remain in force until September 30, 2026, or until they are amended/revoked.
2. The training organizers reserve the right to amend these regulations.
3. In the event of disputes, the decision shall be made by the Project Manager.
4. Candidates applying to participate in the training are required to read the following regulations.

Information on the processing of personal data by SGH Warsaw School of Economics

1. Administrator

The administrator of personal data is SGH Warsaw School of Economics, with its registered office at al. Niepodległości 162, 02-554 Warsaw, hereinafter referred to as SGH.

2. Data Protection Officer

The administrator has appointed a Data Protection Officer who can be contacted by e-mail at: iod@sgh.waw.pl.

3. Purpose and basis for the processing of personal data

Personal data will be processed for the purpose of considering your application to participate in training on the use of artificial intelligence tools in higher education pursuant to Article 6(1)(e) of the GDPR and the provisions of the Act of July 20, 2018, on Higher Education and Science.

If you are accepted to participate in the training, your personal data will be processed for the purpose of organizing and implementing the project within the framework of The European Universities Support Program, which is financed by the European Social Development Funds 2021-2027, in particular for the purpose of confirming the eligibility of expenses, providing support, monitoring, fulfilling reporting obligations, and undergoing inspections or audits. Personal data will be processed on the basis of Article 6⁽¹⁾(c) of the GDPR, Article 9⁽²⁾(g) of the GDPR and the provisions of the Act of April 28, 2022

¹ 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) (OJ EU L 119 of May 4, 2016, p. 1, as amended).

² I.e. Journal of Laws of 2024, item 1571, as amended.

on the rules for the implementation of tasks financed from European funds in the ²⁰²¹⁻²⁰²⁷ financial perspective³.

4. Information on the source of personal data (intended only for persons outside SGH Warsaw School of Economics)

Your personal data (first name, last name, email address, place of employment) will be obtained from the university where you are employed and through which you have been nominated to participate in the training.

5. Information about recipients of personal data

- a) The personal data of training participants will be made available to the National Agency for Academic Exchange as a separate data controller for the purpose of fulfilling reporting obligations and in the event of an inspection or audit.
- b) Information on the qualification of persons from outside SGH to participate in the training will be forwarded to the university where they are employed.
- c) If the controller uses the services of other entities, personal data may be disclosed to them on the basis of personal data processing agreements, and these entities will be obliged to maintain the confidentiality of the data processed.
- d) Personal data (name and surname) may be made available to the hotel if you request accommodation.

6. Information on the transfer of personal data to a third country (intended only for persons from The London School of Economics and Political Science)

³ Journal of Laws of 2022, item 1079, as amended.

If you are notified that you have been accepted to participate in training at the university where you work, your personal data will be transferred to the United Kingdom on the basis of Article 45(1) of the GDPR, i.e. the European Commission's decision confirming the adequate level of personal data protection in that country.

7. Obligation to provide personal data

Providing your data is a prerequisite for submitting your application and participating in the training, and refusal to provide it will result in you being unable to participate in this project.

8. Personal data processing time

Personal data will be processed for the duration of the storage of project documentation for archival purposes in accordance with applicable regulations and project rules.

9. Rights related to the processing of personal data

You have the right to access your data, rectify it, delete it in cases provided for by law, and restrict its processing. In addition, in the case of personal data processing based on Article 6(1)(e) of the GDPR, you have the right to object to the processing for reasons related to your particular situation.

No automated decisions within the meaning of Article 22 of the GDPR will be made on the basis of the data provided.

10. Information on the right to lodge a complaint

You have the right to lodge a complaint with a supervisory authority, which in Poland is the President of the Personal Data Protection Office, if you believe that the processing of personal data violates the GDPR.

Appendix 1 Training plan on the use of artificial intelligence tools in higher education

organized as part of the project

"Advancing Academic Excellence: CIVICA Collaboration for Research, Didactics, Dual Degrees, AI Training, and Scientific Internships (CIVICA+)"

funded by the National Agency for Academic Exchange - Support for European Universities

Theoretical Part with Examples (6 hours)

Module	Duration	Objectives	Knowledge	Skills	Social Competences
Day 1					
Definitions and basic concepts (AI, ML, NLP, generative models)	2 h	Understanding the fundamentals of AI, its history and evolution, and generative AI	Knows key concepts and terminology related to AI	Can provide examples of AI applications in various fields	Understands the importance of AI in social and professional contexts
Introduction to AI in education, trends in higher education	1 h	Understanding the role of AI in teaching and administration; identification of current solutions	Understands how AI supports students and teachers	Can identify examples of AI tools used in education	Recognizes the impact of AI on teaching and administrative processes
Ethics and responsibility in the use of AI	1 h	Introduction to ethical issues and responsible use of AI with examples	Understands the importance of institutional responsibility	Can indicate examples of responsible AI use	Develops an attitude of ethical reflection and responsibility
Cybersecurity and risks (algorithmic bias, data privacy, misuse risks)	1 h	Raising awareness of risks and threats related to AI	Recognizes algorithmic bias and privacy risks	Knows data and system protection practices	Develops a cautious and responsible approach to working with AI



Legal aspects of AI	0.5 h	Familiarization with regulations and legal responsibility	Knows regulations related to AI, intellectual property, and liability	Can apply legal principles in practice	Understands the importance of legal compliance in AI use
Potential and future directions of AI; the role of universities	0.5 h	Analysis of future trends and the role of institutions	Identifies directions of AI development in education	Can analyze the role of universities in shaping AI practices	Understands the importance of a strategic institutional approach

Practical and Analytical Part (10 hours)

Module	Duration	Objectives	Knowledge	Skills	Social Competences
Day 1					
Creating presentations, reports, and summaries	2 h	Learning how to use AI to generate materials, including visualizations	Knows AI tools supporting content creation	Can use AI for reporting, presentations, and data visualization	Understands the importance of clear communication and work efficiency
Day 2					
Content creation with AI	2 h	Exercises in text generation and analysis; sentiment analysis; text data cleaning and visualization	Knows how AI accelerates and automates text-based work	Can analyze and visualize textual data	Understands the role of AI in improving work processes
Programming and technical aspects of AI	1 h	Automation of data collection and exploration; web scraping; AI-assisted code generation	Understands how AI tools interact	Can implement AI tools in analytical work	Develops innovation and openness to new technologies



Administrative tasks with AI (focus on higher education)	1 h	Demonstration of automation of university administrative processes	Knows tools supporting data analysis	Can apply AI in administrative tasks	Understands the importance of efficiency in management
AI in scientific research	1.5 h	Use of AI in data analysis and publications; large datasets; writing and editing support	Knows tools supporting research and publication processes	Can use AI to support analysis, automation, and interpretation of data	Understands the importance of AI in scientific development
AI in teaching	2 h	Application of AI in education; personalized learning; adaptive platforms; assessment and feedback	Knows AI tools supporting teaching	Can use AI in the teaching process	Understands the role of AI in improving the quality of education
Summary and discussion	0.5 h	Reflection on opportunities and limitations of AI	Knows potential areas of implementation at their institution	Can identify examples of institutional applications	Develops a critical and responsible reflective attitude



Appendix 2 – documents required by NAWA

DECLARATION OF PARTICIPATION IN THE PROJECT

PROJECT DATA	
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 Program Name and Announcement Year of Announcement	
Name of NAWA Beneficiary	
Beneficiary's Project Title NAWA	
Beneficiary project number NAWA	

I, the undersigned:

First name	
Last	
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.

Furthermore, I declare that:



1. I have read the rules for recruitment and participation in the NAWA Beneficiary's project, contained in the NAWA Beneficiary's Recruitment Regulations, I accept all the provisions of the above-mentioned 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's project is being implemented as part of the Agency's 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 ^[1]:

☐ Foreign student,

☐ Foreign doctoral student,

☐ Domestic student,

☐ Domestic doctoral student,

☐ Foreign teaching staff, position:

.....

☐ Foreign research staff, position:

.....

☐ Foreign administrative staff, position:

.....

☐ Academic teachers, position:

.....



Fundusze Europejskie
dla Rozwoju Społecznego



Rzeczpospolita
Polska

Dofinansowane przez
Unię Europejską



☐ Non-academic staff, position:

.....

☐ Scientific and research-technical employees, 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 subject to verification 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.

^[1] Please select one appropriate answer.

Signature of the Project Participant
*[signed: with a qualified electronic
signature; trusted profile; handwritten
signature; electronic authorization]*

**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 2021-2027, Measure 01.05 Skills in higher education
NAWA Program 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	<p><i>Please select the appropriate answer:</i></p> <p><input type="checkbox"/> university</p> <p><input type="checkbox"/> Polish Academy of Sciences</p> <p><input type="checkbox"/> Scientific institute of the Polish Academy of Sciences</p> <p><input type="checkbox"/> research institute</p> <p><input type="checkbox"/> international scientific institute</p>



	<input type="checkbox"/> Łukasiewicz Center <input type="checkbox"/> institute operating within the Łukasiewicz Research Network <input type="checkbox"/> federation of higher education and science institutions <input type="checkbox"/> other		
Country			
Province			
County			
Municipality		Area by degree of urbanization (DEGURBA)	DATA WILL BE AUTOMATICALLY COMPLETED IN THE DATABASE AFTER ENTERING THE NAME OF THE MUNICIPALITY
Town		Postal code	
Street			
Building number		Apartment number	
Phone Contact			
Email			

Project Participant Details [to be completed by the Participant]

First	
Last	
Personal identification number	<input type="checkbox"/> I do not have <input type="checkbox"/> I have [please enter PESEL]:



Type of Participant	Please select one of the following answers:
	<input type="checkbox"/> Foreign student, <input type="checkbox"/> Foreign doctoral student, <input type="checkbox"/> Domestic student, <input type="checkbox"/> Domestic doctoral student, <input type="checkbox"/> Foreign teaching staff <input type="checkbox"/> Foreign research staff <input type="checkbox"/> Foreign administrative staff <input type="checkbox"/> Academic teachers <input type="checkbox"/> Non-academic staff <input type="checkbox"/> Research and technical staff <input type="checkbox"/> Other employees of scientific and research units
Name of the institution the Participant represents	
Gender	Please select one of the following answers: <input type="checkbox"/> male
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)		
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	<input type="checkbox"/> tertiary (ISCED 5-8)		
Country			
Province			
County			
Municipality		Area by degree of urbanization (DEGURBA)	DATA WILL BE AUTOMATICALLY COMPLETED IN THE DATABASE AFTER ENTERING THE NAME OF THE MUNICIPALITY
Town		Postal code	
Street			
Building number		Apartment number	
Contact phone			
Email			



Status on the labor market at the time of joining the project	Unemployed person, including long-term unemployed	<input type="checkbox"/> No - I do not belong to this group <input type="checkbox"/> Yes – I belong to this group
	Long-term unemployed	<input type="checkbox"/> No, I do not belong to this group <input type="checkbox"/> Yes – I belong to this group
	Economically inactive person	<input type="checkbox"/> No – I do not belong to this group <input type="checkbox"/> Yes – I belong to this group
	Employed person or self-employed person	<input type="checkbox"/> No – I do not belong to this group <input type="checkbox"/> 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> <input type="checkbox"/> No – I do not belong to this group <input type="checkbox"/> I refuse to provide information <input type="checkbox"/> Yes – I belong to this group	
Third-country national	<i>Please select the appropriate answer:</i> <input type="checkbox"/> No – I do not belong to this group <input type="checkbox"/> I refuse to provide information <input type="checkbox"/> Yes – I belong to this group	



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

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

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 Implementation by three separate controllers: the Managing Authority – the Minister responsible for Regional Development, the Intermediate Body – the National Center 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 comply with the obligation imposed by Articles 13 and 14 of the GDPR^[1], in connection with Article 88 of the Act on the principles of implementing tasks financed from European funds in the 2021-2027 financial perspective^[2], we hereby inform you about the rules for processing 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, as well as for the purposes of determining the eligibility of participants.

Providing data is voluntary, but necessary for 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 in connection with the fact that:

1. We are required to do so **by law** (Article 6(1)(c), Article 9(2)(g) and Article 10^[3] of the GDPR)^[4]:



- Regulation (EU) No. 2021/1060 of the European Parliament and of the Council of June 24, 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 the financial rules for these 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 June 24, 2021, establishing the European Social Fund Plus (ESF+) and repealing Regulation (EU) No. 1296/2013 (OJ EU L 231 of 30.06.2021, p. 21, as amended)
- Act of April 28, 2022, on the principles of implementing tasks financed from European funds in the 2021-2027 financial perspective, in particular Articles 87-93,
- Act of June 14, 1960 - Code of Administrative Procedure,
- Act of August 27, 2009 on public finance.

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 Program, including in particular applicants, beneficiaries, and partners.

V. Access to personal data

Your personal data is accessible to the administrator's employees and associates.

In addition, your personal data may be entrusted or made available to:

1. entities to which we have outsourced tasks in FERS,
2. European Commission bodies, the minister responsible for public finance, 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 the processing is based on a contract: for the purpose of concluding or performing it (pursuant to Article 6(1)(b) of the GDPR), and in an automated manner¹⁵¹,
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 a 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.gov.pl).

Signature of the project participant



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Dofinansowane przez
Unię Europejską



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



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

In accordance with Articles 13 and 14 of the Regulation of the European Parliament of 27 April 2016 on the protection of individuals 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 Center 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 mailing 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 2021-2027 Program 2027 ("FERS"), in particular for the purpose of project evaluation and selection, conclusion of a grant agreement, supervising the implementation of the project, reporting, communication, publication, evaluation, financial management, verification and control, auditing, evaluation of information and promotion activities, its reception, evaluation and financial settlement, for the purposes of determining the eligibility of participants and possible establishment, investigation or defense 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 authorized to process your personal data pursuant to the Act of April 30, 2010, on the National Center for Research and Development in connection with the implementation of the tasks specified therein by the National Center for Research and Development (NCBR) and on the basis of the Act of April 28, 2022, on the principles of



- implementing tasks financed from European funds in the 2021-2027 financial perspective, in particular Chapter 18 of this Act (Article 6(1)(c) of the GDPR);
5. the 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. the provision of personal data is necessary to achieve the above-mentioned purpose. Refusal to provide such data is tantamount to the inability 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 archival 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 organizational support, archiving and destruction of documents, postal, courier, 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, you can contact the data protection officer at the email address provided in point 2 above.
 11. you also have the right to lodge a complaint with the President of the Office for Personal Data Protection
Personal Data Protection Office;
 12. personal data will not be subject to automated decision-making, including profiling;

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

^[1] Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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 119 of May 4, 2016, pp. 1-88).

^[2] Act of April 28, 2022, on the principles of implementing tasks financed from European funds in the 2021-2027 financial perspective (Journal of Laws 2022, item 1079), hereinafter referred to as the "Implementation Act."

^[3] Applies only to projects activating persons serving prison sentences deprivation of liberty.

^[4] 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.

^[5] To automate the processing of personal data, it is sufficient that the data is stored on a computer disk.

^[6] The template is specified by the Intermediate Body.

Signature of the project participant

[signed: with a qualified electronic signature; trusted profile; handwritten signature handwritten signature; electronic authorization]



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

Administrator	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}³, as well as on the basis of Article 9(2)(g) and (j) of the GDPR in connection with from 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 internationalization of higher education and science entrusted to the Agency, i.e. the task specified in Article 2 of the Act of July 7, 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 auditing of projects, and in

³ Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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



	for the purpose of 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 Implementation Act, including: first name, last name, address, email 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, specified in Article 87(2)(2) of the Implementation Act, including: remuneration, form and period of involvement in the project;3) Your data appearing on documents confirming the eligibility of expenses, specified in Article 87(2)(3) of the Implementation Act, including bank account number, professional experience;4) data referred to in Article 87(3) of the Implementation Act concerning racial or ethnic origin or concerning health referred to in Article 9 of the GDPR;

⁵ Act of April 28, 2022, on the principles of implementing tasks financed from European funds in the 2021–2027 financial perspective



	5) data concerning the image of persons participating in the implementation of the Program or taking part in events related to it – on the basis of voluntary separate consent.
Data processing period	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 July 14, 1983 on national archival resources and archives.
Sharing/entrusting of data	With all security guarantees in place, the Agency may disclose your data to entities authorized to receive it under the law, including in particular under the implementing act, or transfer it to entities processing it on behalf of the Agency under an appropriate data processing agreement data processing agreement.
Transfer of data to third countries	Your data will not be transferred to a third country or international organization. Should it become necessary to transfer data to a third country , the Agency will ensure adequate



	safeguards for the transfer of such data and effective legal remedies, in particular the standard contractual clauses adopted by the European Commission, and will inform you of this fact.
Decisions based solely on automated processing of personal data, including profiling	Not applicable.
Requirement to provide data/source of data	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. Refusal to provide data means that the application will not be considered or that the person concerned will not be able to participate in the implementation of the Program.



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Rights of the data subject concerned	<p>You may submit a request to us for access to your personal data, rectification of data, transfer of data, and restriction of 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</p>
	<p>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	<p>odo@nawa.gov.pl</p>

Signature of the project participant

[signed: with a qualified electronic signature; trusted profile; handwritten signature handwritten signature; electronic authorization]



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PARTICIPANT'S CONSENT TO THE PROCESSING OF DATA AND IMAGE

I consent to the recording of my image in the form of analog 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, position, title, institution, country of origin, and the program I participated in) for the purposes indicated below (please check 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 Administrator's social media,
- ☐ publication in the Administrator's offer, advertising, or promotional materials,
- ☐ dissemination of studies and publication in the Administrator's internal materials (e.g., on a bulletin board),
- ☐ publication of studies in printed form.

☐ I acknowledge that:

1. the transfer of this consent to a third party requires my prior written consent,
2. 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 February 4, 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 Administrator (e.g., companies operating the



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Administrator's websites). The data subject has the right to access personal data, rectify, delete, restrict processing, or lodge a complaint with a supervisory authority, in accordance with the rules set out in the GDPR. Contact for matters related to personal data protection: odo@nawa.gov.pl.

The dissemination of an image that is only a detail of the whole (group photos, photos/recordings from parties, photos/recordings where the image of a person is not the main or primary element of the shot) does not require consent (legal basis: Article 81(2)(2) of the Act of February 4, 1994, on copyright and related rights).

Signature of the project participant

[signed: with a qualified electronic signature; trusted profile; handwritten signature handwritten signature; electronic authorization]



I confirm that the printout is consistent with the document issued in electronic form:

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