

INFORMATION CLAUSE ON THE PROCESSING OF PERSONAL DATA

In connection with the implementation of the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council 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 (general Data Protection Regulation "GDPR" - hereinafter referred to as the **GDPR**), we inform you about the rules for the processing of your and your child's personal data at our facility, as well as your related rights. The following rules apply from May 25, 2018:

1. The controller of your personal data and the personal data of your child is the company **British International School of the University of Łódź Sp. z o. o. with its seat in Łódź** at ul. Fabryczna 4, 90 - 325 Lodz - the entity leading the British International School of the University of Lodz (hereinafter referred to as **School**), tel.: +48 795 139 079, interschool@interschool.uni.lodz.pl
2. If you have questions about the method and scope of processing your personal data or your child's personal data in the scope of the School's operation, as well as your rights in this respect, you can contact the Inspector for the Protection of Personal Data via the email address: iodo@interschool.uni.lodz.pl
3. The basis for the processing of personal data is Art. 6 sec. 1 lit. a , b , c , e GDPR . The detailed purposes of data processing are indicated in the following provisions:
 - 1) the Act of 7 September 1991 on the education system (Journal of Laws of 2020 , item 1327);
 - 2) the Act of 14 December 2016. Regulations implementing the Act – Education Law (Journal of Laws of 2017., Pos. 60, as amended.);
 - 3) the Education Law of December 14, 2016 (Journal of Laws of 2020, item 910, as amended).
4. Your personal data may be made available to entities authorized to obtain personal data on the basis of legal regulations, providing services such as postal and courier companies, entities providing banking, IT and insurance services. Personal data may also be transferred to third countries, on the basis of specific legal regulations, including international agreements. Personal data may also be transferred to third parties with whom the Administrator has signed a contract for paid classes at the School.
5. Personal data will be processed and stored in accordance with the provisions of the Act of 14 July 1983 on the national archives (Journal of Laws of 2020, item 164, as amended) for the period necessary to implement the above-mentioned purposes of processing, including the archiving obligation resulting from legal provisions.
6. Personal data is processed at the School for the purpose of:
 - 1) fulfilling the legal obligations of the School;
 - 2) performance of contracts concluded with contractors;
 - 3) in other cases, personal data is processed only on the basis of previously granted consent to the extent and for the purpose specified in the consent.
7. The administrator informs you that the facility also uses video monitoring. The processing of your personal data and the personal data of your child from monitoring is carried out on the basis of art. 6 sec. 1 let. f GDPR and the legally justified goal of the Administrator is to protect persons and property located on the premises.
8. In connection with the processing of data for the purposes referred to in point 6, the recipients of personal data processed by the School may be:
 - 1) public authorities and entities performing public tasks or acting on behalf of public authorities to the extent and for the purposes that result from the provisions of generally applicable law;
 - 2) other entities that process personal data on the basis of relevant contracts signed with the School.
9. Personal data is stored by the School for the period necessary to achieve the goals set out in point 6, and after that time for the period and to the extent required by the provisions of generally applicable law.
10. In connection with the processing of your personal data and your child's personal data, you have the following rights:
 - 1) the right to access personal data, including the right to obtain a copy of this data;
 - 2) the right to request rectification (correction) of personal data - if the data is incorrect or incomplete;

- 3) the right to request the deletion of personal data if:
 - ✓ the data is no longer necessary for the purposes for which it was collected or otherwise processed,
 - ✓ the data subject has lodged a legally justified objection to the processing of personal data,
 - ✓ the data subject has withdrawn consent to the processing of personal data, which is the basis for data processing and there is no other legal basis for data processing,
 - ✓ personal data is processed unlawfully,
 - ✓ personal data must be removed in order to fulfill the obligation arising from legal regulations;
 - 4) the right to request the restriction of the processing of personal data if:
 - ✓ the data subject questions the accuracy of the personal data,
 - ✓ the data processing is unlawful, and the data subject opposes the deletion of the data, requesting instead its limitations,
 - ✓ the administrator no longer needs the data for his purposes, but the data subject needs it to establish, defend or pursue claims,
 - ✓ the data subject has objected to the processing of data, pending determination of whether legally justified grounds of the controller override the grounds of objection;
 - 5) the right to object to the processing of data - if the following conditions are jointly met:
 - ✓ there are reasons related to your particular situation in the case of data processing on the basis of a task carried out in the public interest or in the exercise of public authority by the Administrator,
 - ✓ processing it is necessary for the purposes of the legitimate interests pursued by the Administrator or by a third party, except where these interests are overridden by the interests or fundamental rights and freedoms of the data subject, which require protection of personal data, in particular when the data subject is a child.
11. In the event that the processing of personal data takes place on the basis of the consent of the person to the processing of personal data (Article 6 (1) (a) of the GDPR), you have the right to withdraw this consent at any time. This withdrawal does not affect the compliance of the processing, which was carried out on the basis of consent before its withdrawal, with applicable law.
 12. Should you find out about unlawful processing of personal data, you have the right to lodge a complaint with the supervisory authority competent for the protection of personal data.
 13. In a situation where the processing of personal data is based on the consent of the data subject, providing your personal data to the Administrator is voluntary.
 14. Providing your personal data is obligatory when the premise for the processing of personal data is a legal provision or an agreement concluded between the parties.
 15. Personal data may be processed by the School in an automated manner, but is not profiled.