



REGISTRATION FORM

for persons applying for aid
of the Office for Persons with Disabilities of the
University of Warsaw

PERSONAL DETAILS

1. Surname

2. Name

3. Personal Identification Number (PESEL)

4. Phone number

5. E-mail address

INFORMATION REGARDING STUDIES

6. Student record book number/student number

7. Year of studies, program and faculty

(for persons studying more than one program, please indicate all the programs)

.....

.....

.....

8. Level of education (please mark the appropriate type of studies):

a) first cycle degree programs

b) second cycle degree programs

c) integrated master's degree

d) third cycle degree programs/PhD School

e) post-graduate studies

9. Form of studies

a) full-time studies

b) part-time studies (extramural)

c) part-time studies (evening)

INFORMATION ON DISABILITY OR DISEASE

10. Disability level (please indicate the relevant disability status declared by a medical committee):

- a) significant
- b) moderate
- c) mild
- d) no status declared

11. Special diseases* (please mark as appropriate, if applicable)

- | | | |
|---|--|--|
| a) Parkinson's disease <input type="checkbox"/> | | f) HIV and AIDS carrier <input type="checkbox"/> |
| b) multiple sclerosis <input type="checkbox"/> | | g) epilepsy <input type="checkbox"/> |
| c) paraplegia, tetraplegia, hemiplegia <input type="checkbox"/> | | h) chronic mental illness <input type="checkbox"/> |
| d) serious vision impairment (blindness) and vision impairment <input type="checkbox"/> | | i) mental retardation <input type="checkbox"/> |
| e) deafness and hearing or speech impairment <input type="checkbox"/> | | j) myasthenia gravis <input type="checkbox"/> |
| | | k) late diabetes mellitus complications <input type="checkbox"/> |

12. Description of health problems

.....

.....

.....

.....

13. Difficulties in studying (please describe the difficulties appearing during the studies that urged you to seek aid from the OPD and/or difficulties related to the process of learning during your previous education)

.....

.....

.....

14. Type of the aid expected (if you have trouble determining the type of aid, please contact the student affairs consultant)

.....

.....

.....

/ Signature /

/ Date /

INFORMATION CLAUSE

Data Controller

The University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa is the Controller of your processed personal data.

You can contact the Controller:

- via mail: Office for Persons with Disabilities, Uniwersytet Warszawski, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa;
- by phone: 22 55 20 000.

Data Protection Officer (DPO)

The Controller has appointed a Data Protection Officer (DPO) who may be contacted via e-mail at: iod@adm.uw.edu.pl.

You may contact the DPO in all matters regarding your personal data processing by the University of Warsaw and executing your rights related to personal data processing.

However, the DPO's duties shall not include other matters, such as providing information on the forms of aid provided by the Office for Persons with Disabilities of the University of Warsaw.

Purposes of and legal basis for processing

Your personal data shall be processed for the purpose of providing aid by the Office for Persons with Disabilities and creating the conditions to allow full participation in the university admission process for persons with disabilities in order to pursue education (including attending studies according to the individual study organization plan), education and research activity. The documentation you provide shall constitute the grounds for using all the forms of aid offered by the Office for Persons with Disabilities to the candidates, students and employees of the University of Warsaw with disabilities and health-related problems.

The processing of your personal data is necessary to comply with a legal obligation imposed on the University of Warsaw in connection with the performance of tasks, including, but not limited to those set forth in the Law on Higher Education and Science Act dated 20 July 2018 (Polish Journal of Laws of 2020, item 85), its implementing acts and internal regulations applicable at the University of Warsaw, as well as the Convention on the rights of persons with disabilities of 13 December 2006 (Polish Journal of Laws of 2012, item 1169) (Article 6(1)(c) of the GDPR¹).

Your personal data may also be processed on the grounds of legitimate interests pursued by the Controller, i.e. the right to establish, exercise or defend legal claims (Article 6(1)(f) of the GDPR).

All your other personal data that is not required for the abovementioned purposes may be processed on the grounds of your separate consent (Article 6(1)(a) of the GDPR).

The grounds for processing special categories of personal data (medical data) is provided under Article 9(2)(a) of the GDPR – special categories of personal data processing consent. Consent may be revoked at any time, for example by sending an e-mail to: bon@uw.edu.pl. Please be reminded that withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

Data retention period

Your data shall be processed for the period necessary to achieve the purpose specified above, namely to ensure the necessary support from the Office for Persons with Disabilities. Data collected for an admission process shall be

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)

retained for the duration of the admission period and for 6 months thereafter; should you be admitted, your data shall be retained according to the mode of studies. After that period, your data shall be archived and stored for 50 years.

If applicable, your personal data shall be processed for the period necessary to establish, exercise and defend legal claims.

Data recipients

Access to your personal data shall be granted to authorized employees or associates of the University of Warsaw, within the scope in which such access is necessary for them to perform their professional duties

Entities that the Controller commissioned to perform certain activities entailing the necessity to process your personal data may be data recipients. In order to ensure the highest standard of personal data protection, we will sign data processing agreements with such recipients.

Data transfers outside of the European Economic Area (EEA)

Your data may also be processed by Google, our G-Suite for education service provider (with whom we have signed a data processing agreement) at their data processing centers². **Rights connected with data processing**

We guarantee you the ability to exercise all your rights according to the principles specified by the GDPR, i.e. the right to:

- access the data and receive a copy;
- rectify (correct) your personal data;
- restrict personal data processing;
- erase personal data (subject to Article 17(3) of GDPR);
- lodge a complaint with the President of the Personal Data Protection Office if you believe that the personal data processing violates the personal data protection laws.

Obligation to provide data and consequences of failure to provide data

Providing data is necessary to ensure the proper conditions to allow full participation in the admissions process. Providing other data that is not necessary to ensure the proper conditions to allows full participation in the admissions process is voluntary.

CONSENT CLAUSE

I hereby consent to the processing of my personal data, including, but not limited to the special categories of personal data as defined by Article 9(1) of the GDPR by the University of Warsaw, with its registered office at ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw, for the purpose of providing aid by the Office for Persons with Disabilities related to ensuring conditions that would allow full participation in the university admission process for persons with disabilities in order to pursue education (including attending studies according to the individual study organization), education and research activity.

/ Signature /

* as mentioned under the Regulation of the Minister of Labor and Social Work of 18 September 1998 on types of diseases justifying a decrease of the employment quota for persons with disabilities and the manner of decreasing it (Polish Journal of Laws of 1998, No. 124, item 820).

² <https://www.google.com/about/datacenters/inside/locations/index.html>