



Privacy policy University of Szczecin

This privacy policy applies to all cases where the University of Szczecin is the controller and processes personal data. This applies both to cases in which the University of Szczecin processes personal data obtained directly from the data subject and to cases in which we have obtained personal data from other sources. The University of Szczecin meets the information obligations referred to in Articles 13 and 14 of the GDPR in both of the aforementioned cases.

Personal data at the University of Szczecin are processed in order to fulfill obligations and rights defined by law, in particular the Law on Higher Education and Science and the University's statutory objectives.

Personal data shall be processed respecting the privacy of the data subject. Privacy shall be taken into account and practically applied in the design of all projects and activities, both in the public and private sphere. In principle, data protection by design is intended to enable privacy by design to be incorporated into the very establishment of a project, the operation of its components, and the management of information technologies and systems throughout the entire information life cycle. In the case of ICT systems, this means embedding privacy in the specific system, and in the particular processing operations that the system supports, e.g. by pseudonymising data as soon as possible or by allowing the data subject to monitor the processing.

Personal data and their processing

Personal data means information about an identified or identifiable natural person. The processing of personal data is basically any action on personal data, whether carried out by automated means or not, such as collection, storage, recording, organisation, modification, consultation, use, disclosure, restriction, erasure or destruction. The University of Szczecin processes personal data for a variety of purposes, and depending on the purpose, different means of collection, legal basis for processing, use, disclosure and retention periods may apply.

Data processing principles

1. The University of Szczecin, in implementing its data protection policy, fulfils its information obligations towards data subjects and takes special care to protect their interests, and in particular ensures that the data:
 1. processed lawfully, fairly and in a manner transparent to the data subject (lawfulness, fairness, transparency);
 2. collected for specified, explicit and legitimate purposes and not further processed in a way incompatible with those purposes; further processing for archiving purposes in the public interest, for scientific or historical research purposes or for statistical purposes shall not be considered as incompatible with the original purposes pursuant to Article 89(1) (General Data Protection Regulation) ("purpose limitation");
 3. adequate, relevant and limited to what is necessary for the purposes for which they are processed ("data minimisation");
 4. correct and updated as necessary ('correctness');



5. kept in a form which permits identification of the data subject for no longer than is necessary for the purposes for which the data are processed; personal data may be kept for longer periods insofar as they will be processed solely for archiving purposes in the public interest, for scientific or historical research purposes or for statistical purposes under Article 89(1) of the General Data Protection Regulation (GDPR), subject to the implementation of appropriate technical and organisational measures required by this Regulation to protect the rights and freedoms of data subjects ("storage limitation");
6. processed in a manner which ensures appropriate security of personal data, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage, by means of appropriate technical or organisational measures ("integrity and confidentiality").

Processing of personal data of visitors to the University of Szczecin's websites

1. The University of Szczecin collects information about Website Users sent by its Web browser.
2. This information depends on the configuration of the User's browser and usually includes the IP address, the name of the operating system and the name and version of the browser. Information provided by a User's browser.
3. The information referred to above, when considered on its own, does not allow the user to be identified.
4. In some cases, the information sent by your web browser can identify you.
5. The information collected and obtained through the use of the WEB browser is used by the University of Szczecin in order to obtain statistical data to help develop websites and other systems and to provide support
6. The solutions of the University of Szczecin use session and, in exceptional cases, permanent "cookies" (text files stored on the User's computer, identifying him in a way necessary to enable certain operations).
7. Cookies are used, among other things, to store the User's login data.
8. Cookies are IT data, in particular text files, which are stored in the Service User's terminal equipment and are intended for use on the Service's websites. Cookies usually contain the name of the website from which they come, the time of storing them on the terminal equipment and a unique number.
9. The Controller is the entity placing cookies on the Website User's terminal equipment and accessing them.
10. Cookies are used for:
 - creating statistics which help to understand how users of the Website use the websites, which makes it possible to improve their structure and content;
 - maintaining a session of the Service User (after logging in), thanks to which the User does not have to re-enter the login and password on each subpage of the Service;
 - to retain information on service referrals for the purposes of the referral scheme;
 - profiling you in order to show you tailored content on advertising networks, in particular the Google network.
11. You decide whether or not you wish to receive a "cookie", or you can decide each time - this depends on the configuration of your browser.
The non-acceptance of cookies by the User's browser may result in a partial or complete loss of functionality of the University of Szczecin solutions which use this technology.



Sharing your data with third parties

Processing period

1. The University of Szczecin may make personal data available to other entities, including third parties, to whom it orders services on its behalf. Such entities are obliged to use the provided personal data only in order to provide the services commissioned by the controller or performed on his behalf and are obliged to treat the provided personal data of the user as confidential.
2. The University of Szczecin may share personal information with third parties with whom it collaborates in providing products and services. In such circumstances, the controller shall oblige the partners to use the personal data provided, in a manner consistent with the purposes for which it was originally collected and to which the User has consented or subsequently consents only as permitted by this policy, any applicable privacy and data protection legislation.
3. In certain limited circumstances, the University of Szczecin shares or transfers personal data to unrelated third parties (e.g. as a result of legal requirements or a court order). Personal data may be shared with entities authorised under applicable law in the event of a violation of the University of Szczecin's rights or other action to its detriment.
4. Personal data will be stored for the period of providing the service or handling the request. If the basis for the processing of personal data is the consent given, personal data will be stored until the consent to the processing of personal data is revoked, and in cases where the legal basis for the processing of data is the legitimate interest of the controller - until an effective objection to the processing of data is made.
5. The processing period may be extended by the controller where the processing is necessary for the establishment, assertion or defence of possible claims, and thereafter only if and to the extent required by law.
6. The University of Szczecin does not sell or transfer personal information collected through its websites and web systems to mailing list brokers.

Change of privacy policy

The University of Szczecin reserves the right to update or modify this Policy at any time and without prior notice by posting a revised version of this Policy on its website.

Szczecin, dated: 10 July 2019.