

**Information clause – processing of personal data in connection with recruitment
for post-graduate studies of Executive MBA Poznań-Atlanta**

1. The administrator of your personal data is the Poznań University of Economics and Business with its seat in Poznań (61-875) at 10 Niepodległości Avenue, NIP 777-00-05-497, REGON 00000-1525 (hereinafter: the University).
2. The Administrator has appointed a Data Protection Inspector to supervise the correctness of the processing of personal data, who can be contacted by e-mail: rodo@ue.poznan.pl; in person (room 1715 Collegium Altum) or by post to the address indicated above.
3. Your personal data will be processed for the purpose:
 - a) conducting and resolving the recruitment procedure for post-graduate Executive MBA Poznań-Atlanta studies and, in case of admission to the studies, to handle the education process on the basis of the provisions of law, including the Act of 20 July 2018. The Law on Higher Education together with implementing acts (Article 6, section 1, subsection c of the GDPR);
 - b) implementation of the agreement concluded between you and the Poznań University of Economics and Business in connection with taking up education at the postgraduate Executive MBA Poznań-Atlanta (Article 6(1)(b) GDPR);
 - c) archival, including keeping accounting and tax records on the basis of the legal obligation resulting from, among others, Article 74 of the Accounting Act and other tax-related provisions;
 - d) investigation and defense against possible claims (Article 6(1)(f) of the GDPR);
 - e) provide you with access to information on the activities of the University, including a teaching offer on the basis of voluntary consent (Article 6(1)(a) of the GDPR).
4. Your personal data will be kept for the duration of the recruitment process and, afterwards, for one year. In the case of admission, your data will be processed in accordance with the course of study, and after its completion will be archived and stored for 50 years.
5. Your personal data may be disclosed to entities authorized by the provisions of common law and trusted entities providing services on behalf of the University, including entities providing tools necessary for communication with you and providing postal and courier services. Personal data may be transferred to a third country and international organizations in order to fulfill legal obligations incumbent on the University.

6. You have the right to access, correct, delete, limit the processing and transfer of your personal data.
7. With regard to the data in respect of which you have consented to the processing, you have the right to withdraw it at any time, provided that this does not affect the lawfulness of the data processing that took place before this withdrawal.
8. You have the right to lodge a complaint with the data protection supervisory authority, that is, the President of the Office for Personal Data Protection.
9. Providing your personal data is voluntary, however, is necessary to carry out the recruitment process, and in the case of admission to post-graduate studies of Executive MBA Poznań-Atlanta to conduct the training process.
10. Your personal data will not be subject to automated processing, including profiling.