



UNIWERSYTET WARSZAWSKI

Rzecznik Akademicki
ul. Krakowskie Przedmieście 26/28 00-927 Warszawa
tel.;fax; 55- 27-019
e-mail: ombudsman@uw.edu.pl

Case:.....

REPORTING FORM

Place:.....Date:.....

Contact Details :

First and last name:.....

Position:.....

Faculty:.....

Telephone number:.....

Mail:

Detailed description of the case:

Expectations of the Ombudsman:

Authorization to act in the indicated area:

Confidentiality clause:

The Ombudsman in his/her activity is guided by the principle of confidentiality (§ 5 of the Order No. 30 of the Rector of the University of Warsaw dated 16 August 2011, on appointing University Academic Spokesman at the University of Warsaw). According to this principle, without the consent of the interested party, the Ombudsman may not disclose personal data or details of the matter to any person or entity operating within the University of Warsaw.

Signature of the applicant:

Information about the processing of personal data

Data Controller

The University of Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw is the Controller of your personal data. You can contact the Controller:

- via mail: University of Warsaw, ul. Krakowskie Przedmieście 26/28, PL-00-927 Warszawa;
- by phone: +48 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 relating to your personal data processing by the University of Warsaw and the exercise of rights in relation to the processing of personal data.

Purpose and legal grounds of data processing

Your personal data will be processed for the purpose of carrying out a task performed in the public interest as part of proceedings conducted by the Academic Ombudsman's Team, in accordance with: Ordinance No. 30 of the Rector of the University of Warsaw of August 16, 2011 on the appointment of the Academic Ombudsman at the University of Warsaw; Ordinance No. 49 of the Rector of the University of Warsaw of May 14, 2018 on counteracting mobbing at the University of Warsaw; as well as other internal regulations. The processing of your data for this purpose is based on Section 6 letter e of the GDPR.

Your data may also be processed for the purpose of establishing, pursuing, or defending claims in judicial, administrative, or other non-judicial proceedings. The processing of your data for this purpose is based on Section 1 letter f of the GDPR.

Data retention period

Your personal data will be processed for the duration of the proceedings conducted by the Academic Ombudsman's Team and, after their conclusion, for a period of 5 years.

Data recipients

Authorized employees and collaborators of the University of Warsaw who need to process your data in connection with the activities undertaken by the Academic Ombudsman's Team for students and staff will have access to your personal data.

The Academic Ombudsman's Team may also use services provided by Google, with which the University of Warsaw has concluded a data processing agreement. This means that your personal data may be processed by our service provider, Google (Workspace for Education), in its data processing centers.

Transfer of data outside the European Economic Area (EEA)

Please note that any potential transfer of personal data outside the EEA to Google complies with data protection regulations under the European Commission's Implementing Decision of 10 July 2023, which recognizes an adequate level of personal data protection under the Data Privacy Framework.

Rights related to data processing

We guarantee that you can exercise all your rights under the GDPR, including the right to:

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

Obligation to provide data and consequences of not providing it

Providing your data is necessary for contact and for the Academic Ombudsman's Team to take action in your case.

Providing any other data that is not essential for receiving support from the Academic Ombudsman's Team is voluntary.