

RULES FOR THE PROCESSING OF PERSONAL DATA IN CONNECTION WITH RECRUITMENT OF STUDENTS TO MAJOR PIOTR WYSOCKI HIGH SCHOOL NO. XV IN WROCLAW

Below we present information on how, for what purposes and to what extent we process your personal data and personal data of the student in connection with the recruitment process to our high school, but also - throughout the entire education at our facility.

WHO IS THE PERSONAL DATA ADMINISTRATOR?

The data administrator is High School No. XV Maj. Piotr Wysocki in Wrocław, ul. Wojrowicka 58, 54-436 Wrocław (after this: We). Contact with our data protection officer is possible at the email inspektor@coreconsulting.pl or by post at CORE Consulting sp.z o.o., ul. Wyłom 16, 61-671 Poznań.

WHERE FROM DO WE HAVE YOUR DATA?

We collect your data as well as your child's data from you. You provide them to us in connection with:

- a) the application for admission of your child to our facility
- b) further correspondence that may arise during the recruitment process and education at our facility
- c) to provide your child with appropriate conditions for the duration of their stay in our facility.

WHAT IS THE PURPOSE OF PERSONAL DATA PROCESSING?

We process the data you provide to recruit your child to our facility. In the case of a positive recruitment process, we process the data to provide educational and pedagogical services, following generally applicable law. Data is not subject to profiling or automated decision making.

HOW DO WE PROCESS PERSONAL DATA?

We process your child's data (the candidate), as well as your data (the parents of the candidate), in the following scope:

- a) name and surname,
- b) date of birth,
- c) PESEL number of the candidate (in the absence of a PESEL number, passport number or other ID number);
- d) data from the certificate from the Primary School / Junior High School;
- e) eighth-grade exam results;
- f) first and last names of the candidate's parents;
- g) parents' and candidate's place of residence;

- h) parents' email address;
- i) parents' phone numbers;
- j) preferences for institutions in the order from the most to the least preferred, and other data contained in the documents and statements you attached to the application.

Also, we process your child's data that you consider relevant and therefore provided to our facility, in particular about health status, diet and psychophysical development, to ensure your child during the stay in our facility with adequate care, nutrition and caring and educational methods.

USE OF YOUR CHILD'S IMAGE

Based on the regulation of personal data protection, regarding the implementation of the provisions of educational law, we will use your child's image to share it within the High School community - on the board, in high school display cases, etc. In this respect, we will not ask you for separate consent because we operate in the area of implementation of the public task and the performance of the obligation arising from a legal provision

Sharing the image of pupils is a consequence of fulfilling the educational mission, manifesting itself in shaping the appropriate social attitudes that allow the proper development of the child. The purpose of the education system is to fulfil the role of an educational entity for young people. The process of bringing up students may take place by creating a sense of belonging to a given community, integration with the school environment. The manifestation of these goals will undoubtedly be the development of the so-called tablo, or celebratory photo of a group of people, consisting of many smaller pictures of each of these people separately. These types of photos allow the student to feel an essential part of the school community, return to the memories that strengthen their sense of integration

At the same time, if you decide that you do not want your child's image to be used in the above manner and for the above-stated purposes, you have the right to object to such action. For accountability (Article 5 paragraph 2 of the GDPR), we will ask you to express such an objection in writing.

ON WHAT LEGAL BASIS DO WE PROCESS DATA?

We process your data and your child's data regarding:

- (1) an obligation arising from a legal provision - which imposes an obligation on us to accept and process your application,
- (2) public interest and exercising public authority - where we have the right and duty to take specific actions in the benefit of the local community, in this case providing public education, and
- (3) the obligation to provide preventive healthcare where we are required to process your child's health, diet and psychophysical development data.

FOR HOW LONG DO WE PROCESS THE DATA?

In case we accept your child to our School - we will store the data of you and your child until the end of the period in which your child uses school education.

In case your child is not accepted to our School - we will store your data, as well as your child's for a year. This period will be prolonged if you complain against the decision of the High School director and a final judgment has not completed the proceedings.

If you file any letter or motion to our School throughout education at our facility, we will process it for the period required by law. This period may vary depending on the type of letter/motion you submit — detailed information in this regard you can find in our Office Instructions.

WHO IS A RECIPIENT OF PERSONAL DATA?

We do not share your data or your child's data with any commercial entities.

However, you should know that your data or your child's data may be shared with service providers whose services involve the right to access data:

- a. companies maintaining and servicing our IT servers,
- b. law firms that support us in the area of current operations,
- c. companies serving us in the IT area, including servicing devices used by us in current operations,
- d. entities maintaining software that we use as part of ongoing operations,
- e. couriers and Polish post office - in connection with sent correspondence,
- f. companies supporting us in organising trips (e.g. transport companies, museums, cinemas),
- g. in the case of competitions - other educational units (if children from such units also take part in the game),
- h. in the case of monitoring - security agencies.

We provide each of these entities with only the data that is necessary to achieve a given goal.

Your data as part of our tasks in the area of exercising public authority and pursuing public interest may be shared with other organisational units within our local government unit.

WHAT ARE YOUR RIGHTS?

The personal data protection law gives you many rights that you can exercise at any time. Unless you abuse these rights (e.g. unjustified daily requests for information), using them will be free of charge and should be easy to implement.

Your rights include:

a) The right to access your data

This law means that you can ask us to export information we have about you from our databases and send it to you in one of the commonly used formats (e.g. XLSX, DOCX, etc.).

b) The right to correct data

If you find out that the data we process is incorrect, you have the right to ask us to correct it, and we will be obliged to do it. In this case, we have the right to ask you to provide some document or other evidence that the data has changed.

c) The right to limit data processing

If you decide that we process a too extensive catalogue of personal data for a specific process, you have the right to request that we restrict this scope of processing. Unless your request contradicts the requirements imposed on us by applicable law, or it is not necessary for the performance of the contract, we will comply with your request.

d) Right to request deletion of data (*right to be forgotten*)

You have the right to request that we remove all information containing your data from our database and our documentation. Remember that we will not be able to do this if we are required by law to process your data (e.g. pending administrative proceedings). In response to your request, we will, however, delete your data to the fullest extent possible. Where it is not possible, we will ensure their pseudonymisation (which means that it is impossible to identify the data subject without the appropriate link key). Due to this action, your data we need to keep under applicable law will be available only to a limited number of people in our facility.

e) The right to transfer data to another data controller

If we process your data based on your consent or in connection with the ongoing contract, then under the General Data Protection Regulation, you may ask us to export the data that you provided to us to a separate file for further transfer to another data controller.

The rights referred to above can be exercised by contacting us at the email address inspektor@coreconsulting.pl or by post to the address of Major Piotr Wysocki Liceum Ogólnokształcące nr XV, ul. Wojrowicka 58, 54-436 Wrocław.

If you find that we have violated the rules for the processing of your data in any way, you have the right to complain directly to the supervisory authority (the President of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw). As part of exercising this right, you should provide a full description of the situation and indicate what action you consider to violate your rights or freedoms. The complaint should be submitted directly to the supervisory authority.

RIGHT TO OPPOSITION

We want to inform you separately that you also have the right to object to the processing of your data.

You submit the right to object if you do not want us to process your data or your child's data for a specific purpose. In this case, we will continue to process particular data for other processes (for other purposes), but not for the purpose for which you objected, unless your request is against obligations that impose legal provisions on us.

You can submit your right to object to the inspektor@coreconsulting.pl e-mail address or by post to the address of Liceum Ogólnokształcące nr XV. Maj. Piotr Wysocki in Wrocław, ul. Wojrowicka 58, 54-436 Wrocław.