Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GDPR information clause for external PhD candidates**

1. Personal data controller
2. Data protection officer
3. Purposes of processing and legal basis
4. Data storage period
5. Data recipients
6. Rights related to data processing
7. The Controller of your personal data is Adam Mickiewicz University in Poznań with the head office at Wieniawskiego 1, 61-712 Poznań.
8. The Controller appointed a Data Protection Officer - contact via e-mail [iod@amu.edu.pl](mailto:iod@amu.edu.pl).
9. Your personal data will be processed in order to initiate and carry out the proceedings for the award of the doctoral degree at Adam Mickiewicz University in Poznań, for which you are applying.

Your data are processed in order to fulfil a legal obligation, i.e. implement a public task, pursuant to the Act of 20 July 2018 (Journal of Laws of 2021, item 478, as amended), resulting from Articles 185-197, 345, 348, 355 and internal acts of the University in terms of settlement of costs and technical aspects of the procedure for the award of the doctoral degree, as well as to fulfil information, archiving and statistical obligations.

1. Your data will be retained for the purpose of calculation and settlement of costs in the case of granting the degree of *doktor* for the period necessary to implement and complete the procedure for the award of the doctoral degree, and after its completion for archival purposes perpetually, in accordance with the archival category A (pursuant to the Act on National Archival Resources and Archives, Uniform List of Records, the Rules and Regulations of the University Archives).
2. The University, not later than 30 days before the date of the dissertation defence, makes the dissertation together with its abstract and reviews available in the Public Information Bulletin (BIP) of Adam Mickiewicz University. In the case of a doctoral dissertation, the topic of which is subject to legal secrecy, only the reviews are made available, excluding contents covered by secrecy.

The data is also entered in the APD system and in the Integrated Information System on Science and Higher Education POLON. In the POLON system data is publicly available, excluding PESEL number.

We can provide your data to public authorities entitled to receive the data pursuant to applicable law.

1. You have the following rights related to the processing of your personal data:

* the right of access to your personal data;
* the right to require rectification of personal data and completion of incomplete data;
* the right to request restriction of processing of personal data;
* the right to personal data portability;
* the right to lodge a complaint to the supervisory authority dealing with personal data protection.

The right to erasure does not apply if the processing is necessary for compliance with a legal obligation requiring processing under the law to which the Controller is subject, or for the performance of a public task.

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Place, date PhD candidate’s signature