

PRIVACY POLICY

1. This Privacy Policy sets out the rules for the processing of personal data obtained via the webpage <https://indico.solaris.edu.pl/> (hereinafter referred to as: „**Internet service**”).
2. The owner of the Internet service and at the same time the Data Controller is the Jagiellonian University based in Kraków (31-007), ul. Gołębia 24, NIP: 6750002236, REGON: 000001270, hereinafter referred to as „**UNIVERSITY**”.
3. Personal data collected by the UNIVERSITY via the Internet service are processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as GDPR.
4. The UNIVERSITY takes special care to respect the privacy of Users visiting the Internet service.

§ 1 Type of data processed, purposes and legal basis

1. The UNIVERSITY collects information on people registering for events (e.g. conferences, workshops, meetings) organized by the UNIVERSITY and people browsing the materials available on the Internet service, hereinafter referred to as “Users”.
2. Users' personal data is collected when using the registration form for an event in order to perform the contract, the subject of which is a service provided electronically. **Legal basis** – consent of the data subject to perform the contract for the provision of event management services and access to materials made available on the Internet service and registration for events (Article 6(1)(a) of the GDPR);
3. In the case of using the event registration service, the User provides the following data:
 - a) name and surname;
 - b) e-mail address;
 - c) affiliation;
 - d) country of origin.
4. When using the Internet service, additional information may be downloaded, in particular: the IP address assigned to the User's computer or the external IP address of the Internet provider, domain name, browser type, access time, operating system type.
5. Navigational data may also be collected from Users, including information about links and references which they decide to click or other activities undertaken on the Website. **Legal basis** – legitimate interest (Article 6(1)(f) of the GDPR), consisting in facilitating the use of services provided electronically and improving the functionality of these services.
6. In order to establish, pursue and enforce claims, some personal data provided by the User as part of using the functionality on the Internet service may be processed, such as: name, surname, data on the use of services, if the claims result from the way in

which the User uses the services other data necessary to prove the existence of the claim, including the extent of the damage suffered. **Legal basis** - legitimate interest (Article 6(1)(f) of the GDPR), consisting in determining, pursuing and enforcing claims and defending against claims in proceedings before courts and other state authorities.

7. The transfer of personal data to the UNIVERSITY is voluntary.

§ 2 Who is the data made available to or entrusted to and how long is it stored?

1. The User's personal data is transferred to service providers used by the UNIVERSITY when running the Internet service. Service providers to whom personal data are transferred, depending on contractual arrangements and circumstances, or are subject to the UNIVERSITY's instructions as to the purposes and methods of data processing (processors) or independently determine the purposes and methods of their processing (administrators).
 - a) **Processors.** The UNIVERSITY uses suppliers who process personal data only at the UNIVERSITY's request. They include e.g. providers providing hosting services, accounting services, marketing systems, systems for analyzing traffic on the Internet service, systems for analyzing the effectiveness of marketing campaigns;
 - b) **Controllers.** The UNIVERSITY uses suppliers who do not act only on instructions and set the purposes and methods of using Users' personal data on their own.
2. **Location.** Service providers are mainly based in Poland and other countries of the European Economic Area (EEA). Some of the suppliers are based outside the EEA. In connection with the transfer of data outside the EEA, the UNIVERSITY made sure that the suppliers provide guarantees of a high level of personal data protection and applies appropriate measures to secure data transfer in accordance with the provisions of the GDPR.
3. Users' personal data is stored:
 - a) If the basis for the processing of personal data is consent, then the User's personal data is processed by the UNIVERSITY until the consent is revoked, and after the consent is revoked, for a period of time corresponding to the period of limitation of claims that may be raised by the UNIVERSITY and which may be raised against it. Unless a special provision provides otherwise, the limitation period is six years, and for claims for periodic benefits and claims related to running a business - three years.
 - b) If the basis for data processing is the performance of the contract, then the User's personal data is processed by the UNIVERSITY for as long as it is necessary to perform the contract, and after that time for a period corresponding to the period of limitation of claims. Unless a special provision provides otherwise, the limitation period is six years, and for claims for periodic benefits and claims related to running a business - three years.
4. Navigation data can be used to provide Users with better service, analyze statistical data and adjust the Internet service to Users' preferences, as well as administer the Internet service.

5. In the event of a request, the UNIVERSITY provides personal data to authorized state authorities, in particular organizational units of the Prosecutor's Office, the Police, the President of the Office for Personal Data Protection, the President of the Office of Competition and Consumer Protection or the President of the Office of Electronic Communications.

§ 3 Cookies mechanism, IP address

1. The Internet service uses small files called cookies. They are saved by the UNIVERSITY on the end device of the person visiting the Internet service, if the web browser allows it. A cookie file usually contains the name of the domain from which it comes, its "expiration time" and an individual, randomly selected number identifying this file. Information collected using this type of files helps to adapt the products offered by the UNIVERSITY to the individual preferences and real needs of visitors to the Internet service. They also give the opportunity to develop general statistics of visits to the presented products on the Internet service.
2. The UNIVERSITY uses two types of cookies:
 - a) **Session cookies:** after the browser session ends or the computer is turned off, the saved information is deleted from the device's memory. The session cookies mechanism does not allow for downloading any personal data or any confidential information from the Users' computers.
 - b) **Persistent cookies:** they are stored in the memory of the User's end device and remain there until they are deleted or expire. The mechanism of persistent cookies does not allow downloading any personal data or any confidential information from the Users' computer.
3. The UNIVERSITY uses cookies to:
 - a) authentication of the User on the Internet service and ensuring the User's session on the Internet service (after logging in), thanks to which the User does not have to re-enter the login and password on each subpage of the Internet service;
 - b) analyzes and research as well as audience audits, and in particular to create anonymous statistics that help to understand how Users use the Internet service, which allows improving its structure and content.
4. The cookie mechanism is safe for the computers of the Internet service Users. In particular, this way it is not possible to get viruses or other unwanted software or malware to the Users' computers. Nevertheless, in their browsers, Users have the option of limiting or disabling the access of cookies to computers. If you use this option, the use of the Website will be possible, except for the functions that by their nature require cookies.
5. Below we present how you can change the settings of popular web browsers regarding the use of cookies:
 - a) browser [Chrome i Chrome Mobile](#);
 - b) browser [Facebook in-app Browser](#);
 - c) browser [Internet Explorer](#);

- d) browser [Microsoft EDGE](#);
 - e) browser [Mozilla Firefox](#);
 - f) browser [Opera](#);
 - g) browser [Safari i Safari Mobile](#);
 - h) browser [Samsung Browser](#).
6. The UNIVERSITY may collect Users' IP addresses. The IP address is a number assigned to the computer of the person visiting the Internet service by the Internet service provider. The IP number allows access to the Internet. In most cases, it is assigned to the computer dynamically, i.e. it changes each time you connect to the Internet. The IP address is used by the UNIVERSITY in diagnosing technical problems with the server, creating statistical analyzes (e.g. determining from which regions we record the most visits), as information useful in administering and improving the Internet service, as well as for security purposes and possible identification of burdening the server, undesirable automatic programs for viewing the content of the Internet service.
 7. The Internet service contains links and references to other websites. The UNIVERSITY is not responsible for the privacy protection rules applicable to them.

§ 4 Rights of data subjects

1. **The right to withdraw consent** - legal basis: art. 7 sec. 3 GDPR.
 - a) The User has the right to withdraw any consent given to the UNIVERSITY.
 - b) Withdrawal of consent takes effect from the moment of withdrawal of consent.
 - c) Withdrawal of consent does not affect the processing carried out by the UNIVERSITY in accordance with the law before its withdrawal.
 - d) Withdrawal of consent does not entail any negative consequences for the User, however, it may prevent further use of services or functionalities that, according to the law, the UNIVERSITY may only provide with consent.
2. **The right to object to data processing** - legal basis: art. 21 GDPR.
 - a) The user has the right to object at any time - for reasons related to his particular situation - to the processing of his personal data, including profiling, if the UNIVERSITY processes his data based on a legitimate interest, e.g. marketing of UNIVERSITY products and services, keeping usage statistics individual functionalities of the Internet service and facilitating the use of the Internet service, as well as satisfaction surveys.
 - b) Resignation in the form of an e-mail from receiving marketing messages regarding products or services will mean the User's objection to the processing of his personal data, including profiling for these purposes.
 - c) If the User's objection turns out to be justified and the UNIVERSITY will have no other legal basis for the processing of personal data, the User's personal data will be deleted, the processing of which the User has objected to.
3. **The right to delete data** ("the right to be forgotten") - legal basis: art. 17 GDPR.
 - a) The user has the right to request the deletion of all or some of his personal data.
 - b) The user has the right to request the deletion of personal data if:

- a. the personal data are no longer necessary for the purposes for which they were collected or processed;
 - b. withdrew a specific consent to the extent that personal data was processed based on his consent;
 - c. objected to the use of his data for marketing purposes;
 - d. personal data is processed unlawfully;
 - e. personal data must be deleted in order to comply with a legal obligation provided for in Union law or the law of a Member State to which the UNIVERSITY is subject;
 - f. personal data has been collected in connection with offering information society services.
- c) Despite the request to delete personal data, in connection with the objection or withdrawal of consent, the UNIVERSITY may retain certain personal data to the extent that processing is necessary to establish, pursue or defend claims, as well as to fulfill a legal obligation requiring processing under the law Union or the law of a Member State to which the UNIVERSITY is subject. This applies in particular to personal data including: name, surname, e-mail address, which data is retained for the purpose of handling complaints and claims related to the use of the services of the UNIVERSITY, or additionally the address of residence/correspondence address, order number, which data are kept for the purpose of considering complaints and claims related to concluded sales contracts or the provision of services.
4. **The right to limit data processing** – legal basis: art. 18 GDPR.
- a) The user has the right to request the restriction of the processing of his personal data. Submitting a request, until it is considered, prevents the use of specific functionalities or services, the use of which will involve the processing of data covered by the request. The UNIVERSITY will also not send any messages, including marketing ones.
 - b) The user has the right to request the restriction of the use of personal data in the following cases:
 - a. when he questions the correctness of his personal data – then the UNIVERSITY limits their use for the time needed to verify the correctness of the data, but no longer than for 7 days;
 - b. when the processing of data is unlawful, and instead of deleting the data, the User requests the restriction of their use;
 - c. when personal data are no longer necessary for the purposes for which they were collected or used, but they are needed by the User to establish, pursue or defend claims;
 - d. when he objected to the use of his data – then the restriction takes place for the time needed to consider whether – due to the particular situation – the protection of the User's interests, rights and freedoms outweighs the interests pursued by the UNIVERSITY by processing the User's personal data.

5. **Right of access to data** – legal basis: art. 15 GDPR.
 - a) The User has the right to obtain confirmation from the UNIVERSITY whether it processes personal data, and if this is the case, the User has the right to:
 - a. access your personal data;
 - b. obtain information about the purposes of processing, categories of personal data being processed, recipients or categories of recipients of this data, the planned period of storing User's data or the criteria for determining this period (when determining the planned period of data processing is not possible), about the rights of the User under the GDPR and about the right to lodge a complaint with the supervisory authority, about the source of this data, about automated decision-making, including profiling, and about the safeguards applied in connection with the transfer of this data outside the European Union;
 - c. obtain a copy of your personal information.
6. **The right to rectify data** – legal basis: art. 16 GDPR.
 - a) The user has the right to request the UNIVERSITY to immediately rectify his personal data that are incorrect. Taking into account the purposes of processing, the User to whom the data pertains has the right to request completion of incomplete personal data, including by submitting an additional statement, sending a request to the e-mail address in accordance with §6 of the Privacy Policy.
7. **The right to transfer data** – legal basis: art. 20 GDPR.
 - a) The user has the right to receive his personal data, which he provided to the UNIVERSITY, and then send it to another personal data administrator of his choice. The user also has the right to request that personal data be sent by the UNIVERSITY directly to such an administrator, if it is technically possible. In this case, the UNIVERSITY will send the User's personal data in the form of a file in the csv format, which is a commonly used, machine-readable format and allows the received data to be sent to another personal data administrator.
8. In the event of the User exercising the right resulting from the above rights, the UNIVERSITY meets the request or refuses to comply with it immediately, but not later than within a month after receiving it. However, if – due to the complicated nature of the request or the number of requests – the UNIVERSITY will not be able to meet the request within a month, it will meet them within the next two months informing the User in advance within one month of receiving the request – about the intended extension of the deadline and its reasons.
9. The User may submit complaints, inquiries and requests to the UNIVERSITY regarding the processing of his personal data and the exercise of his rights, e.g. to the e-mail address iod@uj.edu.pl or correspondence address: Jagiellonian University, ul. Gołębia 24, 31-007 Kraków with the note Data Protection Inspector.
10. The User has the right to request the UNIVERSITY to provide copies of standard contractual clauses by directing the inquiry in the manner indicated in §6 of the Privacy Policy.

11. The User has the right to lodge a complaint with the President of the Office for Personal Data Protection in the scope of violation of his rights to the protection of personal data or other rights granted under the GDPR.

§ 5 Security management - password

1. The UNIVERSITY provides Users with a secure and encrypted connection when transferring personal data and when logging in to the User Account on the Internet service. The UNIVERSITY uses an SSL certificate issued by one of the world's leading companies in the field of security and encryption of data transmitted via the Internet.
2. The UNIVERSITY never sends any correspondence, including electronic correspondence, asking for login details, in particular the access password to the User's account.

§ 6 Changes to the Privacy Policy

1. The Privacy Policy may change, about which the UNIVERSITY will inform Users 7 days in advance in News on the website: <https://synchrotron.uj.edu.pl/>
2. Please direct questions related to the Privacy Policy to the following address: iso.synchrotron@uj.edu.pl
3. Date last modified: 13.01.2023 r.