

## REGULATIONS OF THE STUDENT'S HOUSE OF BIALYSTOK UNIVERSITY OF TECHNOLOGY

### § 1

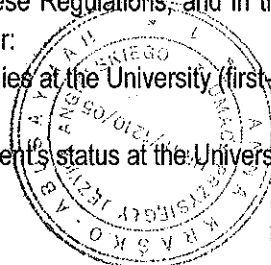
#### General Provisions

1. The Regulations of the Student's House of Białystok University of Technology, hereinafter referred to as the Regulations define the rights and obligations of the Resident of the Student's House of Białystok University of Technology, hereinafter referred to as the Resident, and the general rules for the functioning of the Student's House of Białystok University of Technology, hereinafter referred to as the Student's House.
2. The Student's House is an integral part of Białystok University of Technology, hereinafter referred to as the University, it is the place of residence, study and recreation of persons entitled to it.
3. The Student's House is the property of the University and should be the subject of special protection and care of its Residents.
4. On the premises of the Student's House the University authorities are represented by the Manager of the Student's House and the Deputy Chancellor of Białystok University of Technology, hereinafter referred to as the Chancellor. They manage the entirety of organizational, administrative and economic activities.
5. The representative of all residents of the Student's House is the Council of Residents. The competences and the manner of appointing the Council of Residents are set out in the Regulations of the Students Government of Białystok University of Technology.
6. The amendments to the Regulations require the opinion of the Student House Administration, hereinafter referred to as the Administration, the Student Government Body and the Council of Residents.
7. The Regulations do not apply to short-term accommodation lasting less than one month (overnight accommodation) and to accommodation of non-students, students who aren't PhD students of Białystok University of Technology, Erasmus students as well as university students and PhD students with whom Białystok University of Technology has signed a contract, with the exception of the order rules set out in § 5 and § 6 of the Regulations.
8. For accommodation on student floors is considered a stay in student houses, lasting up to 10 days inclusive. The decisions on accommodation at the student's house are made by the student's house manager. The amount of the residence fee is calculated as the product of days and rates for an overnight accommodation.
9. In the case of a student residence lasting less than one month, but longer than 10 days, the accommodation fee is calculated depending on the length of stay and is as follows:
  - 1) from 11 to 15 days -  $\frac{1}{2}$  of the monthly fee,
  - 2) over 15 days in a month - the full amount of the monthly fee.

### § 2

#### Accommodation

1. A resident of the Student's House can be:
  - 1) a student of Białystok University of Technology, his spouse and children;
  - 2) a student of university other than Białystok University of Technology;
  - 3) a participant in doctoral studies at Białystok University of Technology, his spouse and children;
  - 4) a person who does not have the status of a student.
2. To live in the Student's House is entitled a person who:
  - 1) submitted an application for a place in the Student's House in the administration of a selected Student's House, in accordance with Appendix no. 1 to these Regulations, and in the case of a student at the University, also submitted to the Student's House Manager:
    - a) the decision on admission to studies at the University (first-year students) or
    - b) the valid student ID or
    - c) the certificate confirming the student's status at the University issued by the Dean's Office;



- 2) became acquainted with the content of the Regulations and signed a statement on its observance; the pattern of the declaration is attached as Appendix no 2 to these Regulations;
- 3) completed the questionnaire; the questionnaire template is attached as Appendix no 3 to these Regulations;
- 4) signed the "The card of equipment and technical condition of the room "; the "Cards" template is attached as Appendix no 4 to these Regulations;
- 5) paid the fees due.
3. The accommodation of persons referred to in section 1 in the Student's House is carried out by the Administration. At the accommodation, the Resident receives the Resident Card, entitling him to reside in the Student's House and to receive keys from the reception to an occupied room.
4. The room for accommodation is prepared for living and equipped with technically efficient equipment and furniture.
5. The residents are responsible for any damages and deficiencies in furnishing a room, a residential segment and other public facilities, and in cases when it is impossible to determine the person causing the damage – jointly in equal parts.
6. During the holidays the Resident can be accommodated on the same conditions as during the academic year. The application form for the holiday period is attached as Appendix no 5 to these Regulations.

### § 3

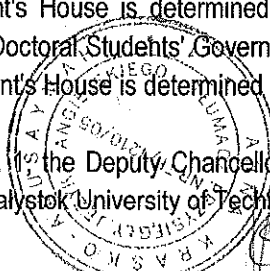
#### Checking out

1. The resident loses the right to reside in the Student's House in the event of:
  - 1) gross violation of the rules set out in the Regulations;
  - 2) sub-renting (lending) the space in the Student's House to other persons;
  - 3) arrears in fees for the occupied space (within the time provided for in the Civil Code, that is for the period of 2 settlement months);
  - 4) deletion from the list of students of Białystok University of Technology;
  - 5) suspension of the student rights of Białystok University of Technology by a decision of the disciplinary committee for students of Białystok University of Technology.
2. The Chancellor decides to check out:
  - 1) at the request of the Student's House Manager in the cases specified in paragraph 1 items 1-3;
  - 2) at the request of the Dean of the Faculty in the cases specified in paragraph 1 items 4-5.
3. In the cases referred to in paragraph 1 item 1 and 2 a Resident is obliged to check out within 48 hours from the delivery of the decision on checking out. The resident may be refused a place in the Student's House in the next academic year after being consulted by the Council of Residents.
4. In other cases, the Resident has the obligation to check out within 14 days from the date of delivery of the decision on checking out.
5. In the case referred to in paragraph 1 item 3 the Chancellor may grant an additional monthly deadline to pay the overdue rent. The Resident is obliged to check out if he fails to pay the due amounts in the above-mentioned time.
6. A checked out resident is obligated to:
  - 1) pay all due fees by the day of checking out;
  - 2) pass the room with its equipment;
  - 3) pass the keys to the room together with the Resident Card in administration from Monday to Friday from 7:30 to 15:30, and on other dates at the reception.

### § 4

#### Fees and a deposit

1. The amount of charges for living in the Student's House is determined by the Rector in agreement with the university body of the Student Government and Doctoral Students' Government and the Chancellor. The payment for the place occupied by the student in the Student's House is determined at least 14 days before the beginning of the academic year.
2. The price list determined in accordance with art. 11 of the Deputy Chancellor places in a public place at Białystok University of Technology and on the website of Białystok University of Technology.

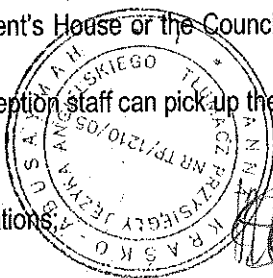


3. In particularly justified cases, the Deputy Chancellor of Bialystok University of Technology may reduce the amount of fees referred to in paragraph 1, however, not more than by 20% of the price.
4. The refundable deposit payable before the accommodation in the amount of the monthly fee, is contributed by the person mentioned in § 2 paragraph 1 item 2 and item 4.
5. The deadline for paying the fee is the 25th day of the month the fee applies. The failure to pay the fee will result in charging interest for delay.
6. In the case of accommodation for the period counted in months, the fee is:
  - 1) 50% of the monthly fee for persons checked out by the 15th day of the month;
  - 2) 100% of monthly fee for people checked out from the 16th day of the month.
7. The deposit is returned on the Resident's written request after the control of the room he occupied by the Student's House administration and passing the keys together with the Resident Card in the form of a transfer to the indicated bank account or in cash (auto payment) at Bank PEKAO S.A., at the latest 3 days after the checking out in the amount reduced by the costs of removing any damage caused by the Resident and / or may be counted towards arrears in rent and payment for internet. The application form for the return of the deposit is attached as Appendix no 6 to these Regulations.

## § 5

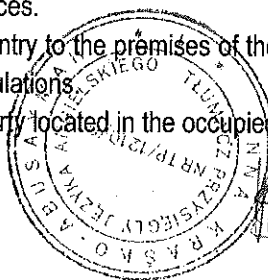
### Order regulations

1. The Resident lives in a room assigned to him by the Administration.
2. The Residents have the right to:
  - 1) use the premises and devices intended for general use in accordance with their intended use;
  - 2) change the room, with the consent of the Student's House Manager;
  - 3) make impermanent decorations of the interior in the inhabited room;
  - 4) exchange the bed linen once a month;
  - 5) connect and use at his/her own expense: the Internet, computer, radio, TV;
  - 6) receive guests in the Student's House in compliance with the following rules:
    - a) the guests of the Residents in the Student's House have the right to enter during the visiting hours, i.e. from 6.00 to 24.00 and only with the consent of cohabitants,
    - b) the manager or employee of the student's house administration may, at the request of a resident living in the student's house at least one month, provide the visitor with a guest accommodation, which may not last longer than three next nights and no more than 5 nights a month,
    - c) the resident who does not report a guest accommodation at the reception desk of the Student's House, and the visitor did not leave the Student's House until 24:00 will be required to pay a fee equivalent to two guest nights,
    - d) the guests of the Residents are required to show an ID with a photo at the reception desk for entry to the Guest Book by a receptionist; the Resident has the duty to counteract the behavior of his guests leading to damage or disorder in the Student's House,
    - e) the Resident is financially responsible for the damage caused by his guests,
    - f) the persons who are in the state after drinking alcohol or narcotic drugs will not be allowed to enter the Student's House,
    - g) the occasional events on the premises of the Student's House can be organized only in places for this purpose, with the written consent of the Student's House Manager and the Council of Residents. The participants of the event and the organizer of the event are responsible for the damage and disruption of order caused by the participants of the event;
  - 7) file objections to the Manager of the Student's House or the Council of Residents regarding the functioning of the Student's House.
  - 8) Upon the resident's written request the reception staff can pick up the courier / postal parcel.
3. The Residents are particularly obliged to:
  - 1) comply with the Regulations;
  - 2) comply with health, fire and sanitary regulations;



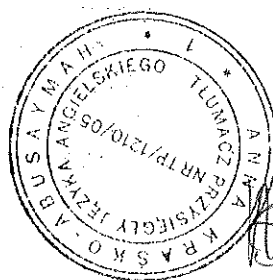
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- 3) make timely payment of the fee for staying at the Student's House;
  - 4) subordinate to the decisions of the Manager of the Student's House and the Council of Residents issued within the scope of competence regarding the order in the Student's House;
  - 5) comply with quiet hours from 22.00 to 6.00;
  - 6) take care of the Student's House, keeping order and cleanliness in the occupied segment, general public spaces and reporting any noticed defects and damages in the Residential Department;
  - 7) inform immediately the Student's House Manager or the Council of Residents about a roommate's accident occurring in the Student's House or infectious disease of a roommate;
  - 8) show the Resident Cards on demand of the reception staff and administration of the Student's House, the Council of Residents and security staff;
  - 9) leave the room key in the reception when leaving the Student's House.
4. The Residents are forbidden to:
- 1) use electric stoves and heaters as well as other heat sources in the rooms which are not a permanent room equipment;
  - 2) the wilful setting up, processing, repairing of electrical, gas, water, telephone, antenna, computer installations, etc.;
  - 3) exchange the locks in the door, make the keys to any rooms in the Student's House without the consent of the Student's House Manager in agreement with the Council of Residents (in this case the manager of the Student's House orders the exchange of the lock and charges with the costs of exchange the room residents);
  - 4) use premises, the Student's House equipment and the fire-fighting equipment for purposes other than intended;
  - 5) exchange the furniture between the rooms, carry out the furniture from the room without the consent of the Student's House Manager;
  - 6) use sound devices in a way that makes it difficult for other residents to learn or relax;
  - 7) throw objects into sanitary facilities that could cause their damage or malfunction;
  - 8) throw any objects through the windows;
  - 9) keep animals on the premises of the Student's House with the exception of the written consent of the Manager and roommates;
  - 10) practice gambling at the Student's House;
  - 11) bring weapons and ammunition within the meaning of the Act on Firearms and Ammunition to the Student's House;
  - 12) smoke cigarettes and e-cigarettes;
  - 13) produce, sell and consume alcohol or narcotic drugs at the Student's House;
  - 14) sub-rent, rent a place of residence and a resident's card to other persons;
  - 15) conduct business activity in the Student's House;
  - 16) organize special events in corridors and other public areas;
  - 17) place advertisements, posters etc. in the Student's House and in its immediate vicinity without the written consent of the Chancellor.
5. The student's house manager or a person authorized by him along with the second student's house employee can enter any room in the presence of his or her resident.
6. The Manager of the Student's House together with an Administration employee may enter the room in the absence of the Residents in the event of a threat to the proper functioning of the facility or the need to carry out urgent activities aimed at the proper functioning of the building. The residents are notified in writing about the intervention immediately after they arrive at the Student's House.
7. In cases of threat to order or security, the student's house administration employee, or in case of his absence, the reception staff, calls the appropriate security services.
8. The student's house manager may disallow the entry to the premises of the Student's House to a person who has previously committed a gross violation of the Regulations.
9. The University is not responsible for private property located in the occupied room and for the property left after the student's residence.



### Responsibility of Residents

1. The means of order responsibility are:
  - 1) a written warning issued by the Student's House Manager,
  - 2) an order to check out issued by the Chancellor.
2. The resident is financially responsible for the property of the Student's House. He is obliged to cover the costs of repairing damage caused by him and people visiting him. In the case of damage to property, the Student's House Manager prepares a report; the protocol template is attached as Appendix no 8 to these Regulations.



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Workplace \*: .....

**MANAGER  
OF THE STUDENT'S HOUSE NO.....  
OF BIALYSTOK UNIVERSITY OF TECHNOLOGY**

I am applying for a place in the Student's House no ... .. in the academic year .... / ..... from ..... to ..... .. in a single / double room/ a room for three persons/ a room for three persons inhabited by 2 persons  
\* for a monthly fee in accordance with the current price list of Białystok University of Technology.

Decision of the Student's House Manager:

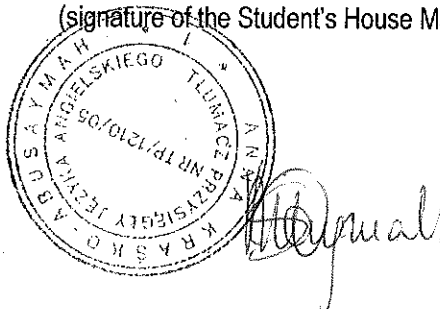
Granted / not granted \*      Room No. .... /      place in the room ..... \*

Monthly fee for the above room / place \* will be ..... PLN.

Due / not due \* deposit in the amount of ..... PLN.

(signature of the Student's House Manager)

\* delete as appropriate



Appendix no 2 to „ the Regulations of the Student's House of Bialystok University of Technology"

Student's House.....  
street .....  
room.....  
accommodation from.....  
name and surname.....

**DECLARATION**

After reading the content of the "Regulations of the Student's House of Bialystok University of Technology" I declare that I undertake to:

- 3) Make payments for the occupied space until the day ..... each month in the amount..... (in words:.....) into the bank account of USOS/ of the Student's House\*.
- 4) Comply with the rules set out in the above-mentioned Regulations of the Student's House.
- 5) Respect the property of the Student's House and its surroundings.
- 6) Maintain cleanliness, order and silence in the Student's House.
- 7) Comply with health, fire and sanitary regulations.
- 8) Comply with the decisions of the Student's House Manager.
- 9) Show the Resident Cards at the request of the Administration, the Council of Residents and security staff.

At the same time I agree to the deduction from the deposit paid by me for:

1. the receivables resulting from the removal of damages caused by me and the person I am responsible for, in the property of the Student's House;
2. the receivables due to arrears in the payment for a place in the Student's House.

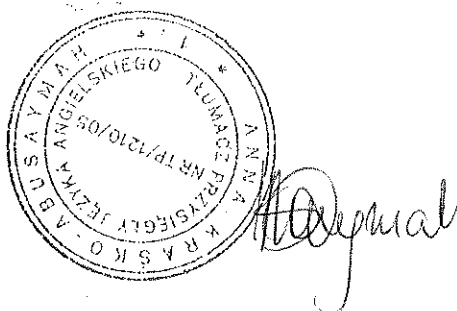
.....  
(legible signature of the person to be accommodated)

Bialystok, .....

Annotations of the Student's House Administration:

.....  
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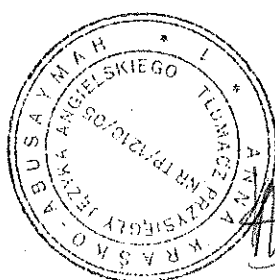
\*delete as appropriate



### QUESTIONNAIRE

- d) Surname..... Name .....
- e) Date and place of birth.....
- f) Parents' names .....
- g) ID card:
- 1) No and series.....
  - 2) Date of issue .....
  - 3) Expiration date .....
- h) Issuing authority .....
- i) Permanent residence
- .....
- .....
- j) Other identity document (passport, student's card\*):
1. No and series/ reg. no\* .....
  2. Date of issue .....
  3. Expiry date .....
  4. Issuing authority .....

.....  
(legible signature of the person to be accommodated)



*Handwritten signature*



Appendix no 4 to „the Regulations of the Student's House of Białystok University of Technology”

Stamp of the Student's House

Card of equipment and technical condition of room no .....

Date of accommodation .....

Date of checking out .....

No	Inventory number	Name of the item	Qty	Value	Technical condition
1		Couch			
2		Wardrobe			
3		Table/ small table			
4		Chair			
5		Kitchen cupboard			
6		Hanging shelf			
7		Desk			
8		Bookcase / bookshelf - shelf			
9		Commode			
10		Bedside table			
11		Blinds /shutters			

Technical condition of walls, the ceiling, the floor and the door:

quilt	blanket	pillow	bed sheet	pillowcase	cover	Name and surname of the receiver	Signature of the receiver

Additional equipment:

kettle- .....

microwave oven - .....

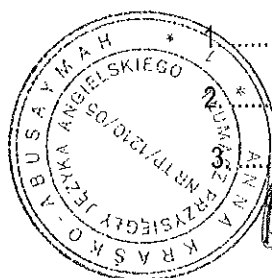
fridge- .....

carpeting/carpet - .....

I confirm that the above-mentioned items are in the quantity and technical condition consistent with reality.

Name, surname and signature of resident:

(signature of the person transferring the room)



**APPLICATION FOR RESIDENCE IN THE HOLIDAY PERIOD IN THE STUDENT'S HOUSE OF BIALYSTOK  
UNIVERSITY OF TECHNOLOGY**

Bialystok, .....

Name and surname: .....

Address: .....

.....

University/faculty\*: .....

Workplace\*: .....

**MANAGER  
OF THE STUDENT'S HOUSE NO .....  
OF BIALYSTOK UNIVERSITY OF TECHNOLOGY**

**APPLICATION**

I am applying for a place in the Student's House No. ... .. during the holiday season from ..... to  
..... .. in a single / double room/ a double room inhabited by 1 person, a room for three persons / a room for  
three persons inhabited by 2 persons \* for a monthly payment in accordance with the binding price list of Bialystok  
University of Technology.

.....  
(legible signature)

Received on: .....

Decision of the Manager of the Student's House:

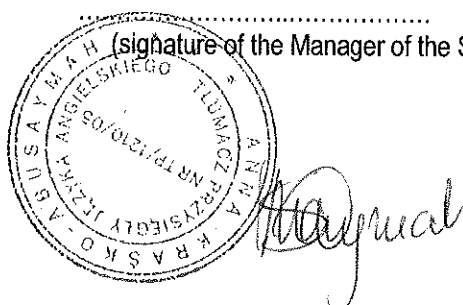
Granted/ Not granted \* room no. .... /place in room no. .... \*

Monthly fee for the above room / place \* will amount to ..... PLN.

The deposit is due/ is not due\* in the amount of ..... PLN.

\*delete as appropriate

.....  
(signature of the Manager of the Student's House)



Bialystok, .....

Surname .....

Name: .....

ID card/passport\*: .....

**BURSAR**

**BIAŁYSTOK UNIVERSITY OF TECHNOLOGY**

**APPLICATION FOR RETURN OF DEPOSIT**

I, the undersigned / signed \*, announce that as of ..... I am leaving the Student's House No. ....  
... At the same time, I am asking for:

3. return of the deposit in the amount of PLN ..... to the bank account indicated below  
.....;
4. return of the deposit ..... PLN by automatic payment;
5. transferring the deposit in the amount of ..... PLN towards arrears in rent for a month  
.....

.....  
(signature of the Student's House employee)

Received on: .....

**Annotations of the Student's House Administration:**

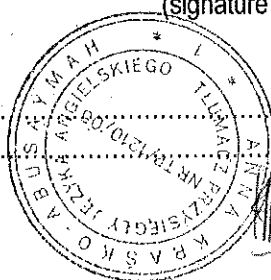
Room no .....given over on..... in not objectionable/objectionable state. I ask for:

- 1) deposit return in the amount of ..... PLN into the above mentioned bank account,
- 2) deposit return in the amount of ..... PLN by automatic payment on.....
- 3) transferring the amount ..... PLN for the month.....,
- 4) deduction of the amount ..... PLN according to the damage protocol no .....  
of .....

.....  
(signature of a student's house employee)

**Annotations of the Finance Department:**

.....  
.....  
\*delete as appropriate



*[Handwritten signature]*

Item	Damaged object	Qty	Unit of measure	Value

*Mgr Anna Kraško-Abusaymah*

Official translation from Polish

Concerning the draft of information obligation - Appendix 8 to the Regulations of the Student's House of Białystok University of Technology drawn up by the Deputy Chancellor.

Please consider the use of the records:

VERSION 1 students / doctoral students / spouse + children - project

### INFORMATION ON PROCESSING OF PERSONAL DATA

for the needs of accommodation in the Student's House of Białystok University of Technology

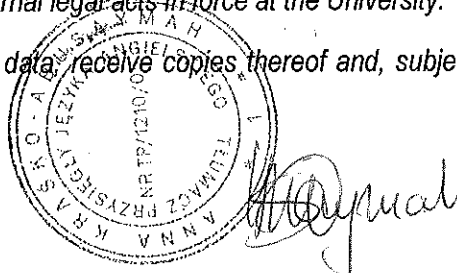
- 1) The administrator of your personal data is Białystok University of Technology with its registered office in Białystok, ul. Wiejska 45A, 15-351 Białystok (hereinafter the University). In order to contact the University, the person whose personal data is processed may write an e-mail to the Data Protection Officer, to the following address: [iod@pb.edu.pl](mailto:iod@pb.edu.pl);
- 2) Your personal data will be processed in order to:
  - a) consider the application for accommodation in the Student's House of Białystok University of Technology, the implementation of accommodation in the Student's House of Białystok University of Technology, based on the Act of 27 July 2005 Law on Higher Education (Journal of Laws of 2017, item 2183, as amended);
  - b) the accountancy purposes, based on the Act of 29 September 1994 on accounting (Journal of Laws of 2018 item 395, as amended);
  - c) archiving, on the basis of the Act of 14 July 1983 on the national archival resources and archives (Journal of Laws of 2018, item 650, with later amendments)

— art. 6 par. 1 let. c GDPR;

- d) debt collection and pursuing claims,
- e) generating of statistics

on the basis of the legitimate interest of the University consisting in the possibility of pursuing claims and generating of statistics - art. 6 par. 1 let. f GDPR;

- 3) The providing of data is voluntary, however, necessary for the implementation of the aforementioned objectives, and the lack of their application will make it impossible to process the application and accommodation at the Student's House of Białystok University of Technology.
- 4) The university does not transmit your data outside of Poland.
- 5) Your personal data will be shared with other entities only in cases provided for by law.
- 6) Your personal data will be stored in periods necessary for the implementation of the above-mentioned objectives, provided by law and internal legal acts in force at the University.
- 7) You have the right to access your data, receive copies thereof and, subject to legal provisions, you have the right to:



- a) correct data;
- b) delete data;
- c) the data transfer;
- d) the restrictions on data processing.

The implementation of the above rights are carried out by submitting a written application to the University.

- 8) The University does not process the personal data provided in a manner based on an automated processing, including profiling.
- 9) You have the right to lodge a complaint to the competent supervisory authority, which is the President of the Office for Personal Data Protection, if you consider that the processing of personal data violates generally applicable regulations in this regard.

The 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 regulation on data protection ) (Dz.U.UE.L.2016.119.1)

Białystok, 28.08.2018

Stamp: HEAD OF THE IMPLEMENTATION DEPARTMENT of Białystok University of Technology

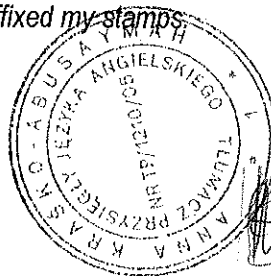
mgr.inż. Lucyna Dziedzic [illegible signature] 29.08.2018

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I, Anna Kraśko- Abusaymah, Sworn Translator of English and German, appointed by the President of the Court of Białystok Province, hereby certify that the above translation from Polish is accurate and true. In witness whereof I have signed my name and affixed my stamps.

Białystok, 14.09.2018

Entry No: 985/2018



TŁUMACZ PRZYSIĘGLY

mgr. Anna Kraśko-Abusaymah

### INFORMATION ON PROCESSING OF PERSONAL DATA

for the needs of accommodation at the Student's House of Białystok University of Technology

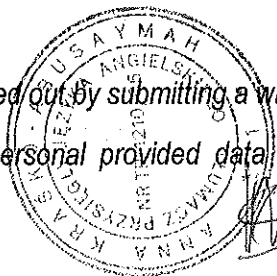
- 1) The administrator of your personal data is Białystok University of Technology based in Białystok, ul. Wiejska 45A, 15-351 Białystok (hereinafter the University). In order to contact the University, a person whose personal data is processed may write an e-mail to the Data Protection Officer at the following address: [iod@pb.edu.pl](mailto:iod@pb.edu.pl).
- 2) Your personal data will be processed for the purposes of:
  - a) the consideration of the application for accommodation in the Student's House of Białystok University of Technology- art. 6 par. 1 let. b GDPR1,
  - b) accountancy based on the Act of 29 September 1994 on accounting (Journal of Laws of 2018 item 395, as amended),
  - c) archiving, on the basis of the Act of 14 July 1983 on the national archival resources and archives (Journal of Laws of 2018, item 650, with later amendments)-  
- art. 6 par. 1 let. c GDPR';
  - d) debt collection and pursuing claims,
  - e) generating of statistics

on the basis of the legitimate interest of the University consisting in the possibility of pursuing claims and generating of statistics - art. 6 par. 1 let. f GDPR';

- 3) The providing of data is voluntary, however, necessary for the implementation of the aforementioned objectives, and the lack of their application will make it impossible to process the application and accommodation at the Student's House of Białystok University of Technology.
- 4) The University does not transmit your data outside of Poland.
- 5) Your personal data will be shared with other entities only in cases provided by law.
- 6) Your personal data will be stored in periods necessary for the implementation of the above-mentioned objectives, provided by law and internal legal acts in force at the University.
- 7) You have the right to access your data, receive copies thereof and, subject to legal provisions, you have the right to:
  - a) correct data;
  - b) delete data;
  - c) data transfer;
  - d) restrictions on data processing.

The implementation of the above rights is carried out by submitting a written application to the University.

- 8) The University does not process the personal provided data in a manner based on automated processing, including profiling.



- 9) You have the right to lodge a complaint to the competent supervisory authority, which is the President of the Office for Personal Data Protection, if you consider that the processing of personal data violates generally applicable regulations in this regard.

The 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 regulation on data protection ) (Dz.U.UE.L.2016.119.1)

Białystok, 28.08.2018

Stamp: HEAD OF THE IMPLEMENTATION DEPARTMENT of Białystok University of Technology  
mgr.inż. Lucyna Dziedzic [illegible signature] 29.08.2018

I, Anna Kraśko- Abusaymah, Sworn Translator of English and German, appointed by the President of the Court of Białystok Province, hereby certify that the above translation from Polish is accurate and true. In witness whereof I have signed my name and affixed my stamps.

Białystok, 14.09.2018

Entry No: 986/2018



TŁUMACZ PRZYSIĘGLY

mgr Anna Kraśko-Abusaymah



VERSION 3 – persons visiting permanent residents in the Student's Houses

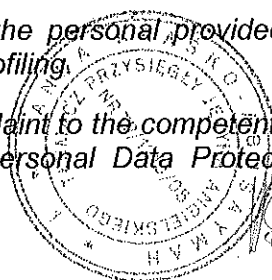
**INFORMATION ON PROCESSING OF PERSONAL DATA**

for the needs of registering guests accepted by permanent residents of the Student's Houses

- 1) The administrator of your personal data is Białystok University of Technology based in Białystok, ul. Wiejska 45A, 15-351 Białystok (hereinafter the University). In order to contact the University, a person whose personal data is processed may write an e-mail to the Data Protection Officer at the following address: [iod@pb.edu.pl](mailto:iod@pb.edu.pl).
- 2) Your personal data will be processed for the purposes of:
  - a) entering in the guest book by a reception employee;
  - b) archiving, on the basis of the Act of 14 July 1983 on the national archival resources and archives (Journal of Laws of 2018, item 650, with later amendments)  
- art. 6 par. 1 let. c GDPR;
  - c) generating of statistics  
on the basis of the legitimate interest of the University consisting in the possibility of pursuing claims and generating of statistics - art. 6 par. 1 let. f GDPR;
- 3) The providing of data is voluntary, however, necessary for the implementation of the aforementioned objectives, and the lack of their provision will make it impossible to visit the residents at the Student's Houses.
- 4) The University does not transmit your data outside of Poland.
- 5) Your personal data will be shared with other entities only in cases provided by law.
- 6) Your personal data will be stored in periods necessary for the implementation of the above-mentioned objectives, provided by law and internal legal acts in force at the University.
- 7) You have the right to access your data, receive copies thereof and, subject to legal provisions, you have the right to:
  - a) correct data;
  - b) delete data;
  - c) data transfer;
  - d) restrictions on data processing.

The implementation of the above rights is carried out by submitting a written application to the University.

- 8) The University does not process the personal data in a manner based on automated processing, including profiling.
- 9) You have the right to lodge a complaint to the competent supervisory authority, which is the President of the Office for Personal Data Protection, if you consider that the



*processing of personal data violates generally applicable regulations in this regard.*

The 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 regulation on data protection) (Dz.U.UE.L.2016.119.1)

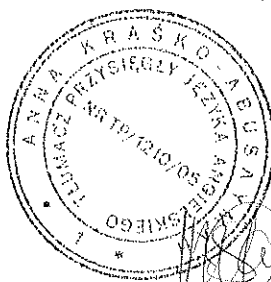
Białystok, .....

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*I, Anna Kraśko- Abusaymah, Sworn Translator of English and German, appointed by the President of the Court of Białystok Province, hereby certify that the above translation from Polish is accurate and true. In witness whereof I have signed my name and affixed my stamps.*

Białystok, 24.09.2018

Entry No: 1052/2018



TŁUMACZ PRZYSIĘGŁY

mgr Anna Kraśko-Abusaymah

A handwritten signature in black ink, appearing to read 'Anna Kraśko-Abusaymah', written over the circular stamp.