

Regulations for the Student Residence Halls of Bialystok University of Technology

§ 1

General provisions

1. The Regulations for the Student Residence Halls of Bialystok University of Technology, hereinafter referred to as the Regulations, define the rights and duties of a Resident of the Student Residence Halls of Bialystok University of Technology, hereinafter referred to as the Resident, and the general rules of the functioning of the Student Residence Halls of Bialystok University of Technology, hereinafter referred to as the Student Residence Halls.
2. The Student Residence Halls are an integral part of Bialystok University of Technology, hereinafter referred to as the University, and are a place of residence, study and recreation for persons entitled to it.
3. The Student Residence Halls are the property of the University and should be subject to the special protection and care of the Residents.
4. On the premises of the Student Residence Halls, the University authorities are represented by the Student Residence Hall Director and the Deputy Chancellor of Bialystok University of Technology. They manage the entirety of organisational, administrative and economic activities.
5. The Council of Residents is the representative of all residents of the Student Residence Halls. The competences and the manner of appointing the Council of Residents are laid down in the Regulations for the Student Self-Government of Bialystok University of Technology.
6. Amendments to the Regulations require the opinion of the Student Residence Hall Administration, hereinafter referred to as the Administration, the Student Self-Government body and the Council of Residents.
7. The Regulations do not apply to short-term accommodation lasting less than one month and to the accommodation of persons with whom Bialystok University of Technology has concluded a contract on other terms and conditions, with the exception of order rules specified in § 5 and § 6 of the Regulations.
8. The provisions of the Regulations shall apply mutatis mutandis to the person referred to in § 2 section 1(4). In case of doubt, decisions on the case of these persons are made by the Student Residence Hall Director.

§ 2

Accommodation

1. A Resident of the Student Residence Halls can be:
 - 1) a student of Bialystok University of Technology, his/her spouse and children;
 - 2) a student of a higher education institution other than Bialystok University of Technology;
 - 3) a doctoral student of Bialystok University of Technology, his/her spouse and children;
 - 4) a person other than those in items 1 to 3.
2. The persons indicated in section 1 items 1-3 shall have priority for accommodation.
3. The persons referred to in section 1 item 4 is accommodated on a space-available basis.
4. Accommodation for the new academic year is based on the submitted declaration. Accommodation within vacancies, during the academic year, does not require a declaration.
5. Temporary accommodation in the Student Residence Halls is considered to be a stay of up to and including 10 days. Decisions on temporary accommodation are made by the Student Residence Hall Director.
6. Confirmation of the allocation of a place in the Student Residence Hall will be sent by e-mail to the e-mail address provided in the declaration.
7. To live in the Student Residence Halls is entitles a person who:

- 1) has submitted a declaration of residence; the template of the declaration is attached as Appendix 1 to the Regulations;
- 2) is familiar with the content of the Regulation for the Student Residence Halls and has signed a declaration on its observance; the template of the declaration is attached as Appendix 2 to the Regulations;
- 3) has completed a questionnaire; the template of the questionnaire is attached as Appendix 3 to the Regulations;
8. Persons informed about having been allocated a place in the Student Residence Hall for the new academic year are required to move in within a maximum of 7 days of the start of the academic year. After the set deadline, persons who have not moved in lose their place in the Student Residence Hall. In justified cases, the Student Residence Hall Director may deviate from the above decision and extend the accommodation period.
9. The accommodation of persons referred to in section 1 in the Student Residence Hall is carried out by the Administration. At the accommodation, the Resident receives the Resident's Card and keys to the occupied room. Having lost the keys, the Resident covers the cost of making the new key or the cost of replacing the lock;
10. The room for accommodation is prepared for living and equipped with working equipment and furniture. The Resident should report damaged or worn-out pieces of furniture that are part of the equipment in the room/residential segment and record it in accordance with the furnishings record sheet attached as Appendix 4 to the Regulations.

§ 3

Check out

1. A Resident loses the right to reside in the Student Residence Halls in the event of:
 - 1) gross violation of the rules laid down in the Regulations, § 5 in particular;
 - 2) sub-renting (lending) the place in the Student Residence Halls to persons who are not residents of that Student Residence Hall;
 - 3) arrears in payment for the accommodation in the Student Residence Hall, subject to the provisions of § 4, section 5;
 - 4) suspension of the student rights or doctoral student rights of Bialystok University of Technology by a decision of the relevant disciplinary committee of Bialystok University of Technology.
2. The decision to lose the right of residence is made by the Deputy Chancellor:
 - 1) at the request of the Student Residence Hall Director in the cases specified in section 1 items 1-3;
 - 2) at the request of the Dean of the Faculty in the cases specified in section 1 item 4.
3. In the cases referred to in section 1 item 1-3, a Resident is obliged to check out within 48 hours from the delivery of the decision on checking out.
4. A Resident who violates the provisions set out in section 1 item 1-3 loses the right to live in other Student Residence Halls.
5. In cases referred to in section 1 item 4, a Resident is obliged to check out within 14 days from the date of delivery of the decision on checking out.
6. In cases referred to in section 1 item 3, the Deputy Chancellor may grant an additional one-month period for the payment of the overdue rent. The Resident is obliged to check out if he/she fails to pay the due amounts within the aforementioned period.
7. In the event that the Resident does not fulfil his/her obligation to check out, the Administration of the Student Residence Hall has the right to call the appropriate services in order to remove the Resident from the building.
8. Prior to the check out the Resident is obliged to:
 - 1) notify the check out date 14 days before the date of leaving the room. In justified cases, at the request of the Resident, this period may be shortened with the approval of the Student Residence Director;
 - 2) return a clean room with its equipment. If the Resident wishes to leave any parts of his/her private belongings or equipment in the room, he/she should report this fact to the

Administration before the check out (items left in the room which are not included in the original equipment of the room and are not reported will be discarded immediately after the check out). The Student Residence Hall is not responsible for the private belongings left in the room;

- 3) return the keys to the room together with the Resident's Card to the Administration from Monday to Friday between 7:30 AM and 3:30 PM, and at other times at the reception.
9. In case of failure to comply with section 8 items 1, 2 and 3, the Administration shall not stop charging the Resident for the following months.
10. The Resident may be refused a place in the Student Residence Halls in the following academic year. The decision not to grant a place to a student in a given Student Residence Hall is made by the Student Residence Hall Director after an opinion of the Council of Residents.

§ 4

Fees and a deposit

1. The amount of fees for the accommodation in the Student Residence Halls is determined by the Rector in agreement with the university body of the Student Self-Government and Doctoral Student Self-Government and the Deputy Chancellor. The payment for the place is determined at least 14 days before the beginning of the academic year.
2. The price list established in accordance with section 1 will be displayed in a visible place in the Student Resident Halls and posted on the website of the University.
3. The fee for a short-term stay, i.e. up to 10 days, is calculated by multiplying the number of nights and the rate for a temporary stay.
4. The fee for a stay in the Student Residence Halls of less than one month but more than 10 days is calculated according to the length of stay and is as follows:
 - 1) from 11 to 15 days - $\frac{1}{2}$ of the monthly fee;
 - 2) more than 15 days in a month - the full amount of the monthly fee.
5. The deadline for the payment of the residence charge is the 25th of the month to which the charge relates. Failure to pay the fee on time will result in late interest being charged. If the fee is not paid within the aforementioned time limit, the Administration of the Student Residence Hall will inform the Resident by e-mail about the need to pay under pain of losing the right to live in the Student Residence Hall, pursuant to § 3 section 1 item 3. In justified cases, the Resident has the right to request in writing to postpone the payment deadline for a given month to the Administration of the Student Residence Hall. The deadline for payment shall not exceed 7 days. Postponing the payment date does not exempt the Resident from the obligation to pay statutory interest resulting from late payment.
6. The deposit is a one-off payment. Its amount is determined on the basis of the price list of fees for the accommodation in the Student Residence Halls of Bialystok University of Technology for a given academic year. The amount of the deposit is the monthly residence fee which depends on the type of the allocated room.
7. The deposit may be reduced by the cost of repairing any damage caused by the Resident. In this case, the Resident is obliged to restore the deposit to its full amount within 7 days.
8. If arrears of fees arise and the Resident leaves the Student Residence Hall without notifying the Student Residence Hall Administration, the deposit automatically settles the arrears.
9. The deposit will be automatically credited towards the fee for the last month of residence.
10. The deposit may be returned upon written request of the Resident in the form of a bank transfer to the indicated bank account or in cash (auto payment) at Bank PEKAO S.A.; the request form for the return of the security deposit is attached as Appendix 5 to the Regulations.

§ 5

Order regulations

1. The Resident lives in a room assigned to him/her by the Administration.

2. The Residents have the right to:
 - 1) use the premises and devices intended for general use in accordance with their purpose;
 - 2) change the room, with the consent of the Student Residence Director;
 - 3) change the decorations and arrangement of the room/residential segment with the prior written consent of the Student Residence Director;
 - 4) receive bed linen in justified cases, provided that it is in stock at the Student Residence Hall. Laundering of the received bedding will take place after a notice has been posted in a visible place, only for those who have received a bedding allocation;
 - 5) connect and use at his/her own expense: the Internet, computer, radio, TV;
 - 6) receive guests on the premises of the Student Residence Hall in compliance with the following rules:
 - a) guests of the Residents of the Student Residence Halls are allowed to enter during visiting hours, i.e. from 6.00 AM to midnight and only with the consent of the co-residents;
 - b) the Director or an administrative employee of the Student Residence Hall may, at the request of a Resident living in the Student Residence Hall for at least one month, provide the visitor with a guest accommodation of no more than 3 consecutive nights and no more than 5 nights in a month at the applicable price list. In justified cases, the Student Residence Hall Director may decide to extend the guest stay.
 - c) the Resident who fails to report a guest accommodation to the Student Residence Hall Administration, and the visitor does not leave the Student Residence Hall by midnight, will be required to pay a fee equivalent to two guest accommodation nights;
 - d) guests of the Residents are required to show a photo ID at the reception desk for entry to the Guest Book by the receptionist and to receive a numbered slip which entitles them to enter the Student Residence Hall as a guest. Guests must return the numbered slip when leaving the Student Residence Hall. The Resident receiving a guest is obliged to prevent the behaviour of his/her guests leading to damage or disorder in the Student Residence Hall;
 - e) The Resident is financially responsible for damage caused by his/her guests,
 - f) persons who are aggressive, who pose a threat to other Residents of the Student Residence Hall or who are under the influence of alcohol or drugs may not be allowed to enter the premises of the Student Residence Halls,
 - g) special events on the premises of the Student Residence Halls may only be organised in places designated for this purpose, with the written consent of the Student Residence Hall Director. The event organiser is responsible for the damage and disruption of order caused by the participants of the event;
 - 7) at the written request of the Resident, the receptionist can collect a paid courier shipment or postal parcel.
3. The Residents are particularly obliged to:
 - 1) read and comply with the Regulations;
 - 2) comply with health, fire and sanitary regulations and, in particular, any interference with the elements of the fire suppression system and the fire alarm voice evacuation system is forbidden (especially covering fire detectors and ventilation grilles) under pain of immediate expulsion from the Student Residence Hall;
 - 3) comply with the announcements made by the fire alarm voice evacuation system as well as the instructions of the fire services and the Student Residence Hall Administration;
 - 4) make timely payment of the fee for staying at the Student Residence Hall;
 - 5) notify the Administration of the removal from the list of students within 5 days of the removal;

6) comply with the decisions of the Student Residence Hall Director and the Council of Residents issued within the scope of competence regarding the order in the Student Residence Halls;

7) comply with quiet hours between 10 PM and 6 AM;

8) take care of the property of the Student Residence Halls, maintain order and cleanliness in the occupied residential segment and rooms of general use, and report any noticed defects and damages to the Student Residence Hall Administration or the reception, as well as prevent theft and acts of vandalism;

9) segregate the waste (dispose of rubbish to appropriate containers marked as paper, glass, metal and plastics, biodegradable waste and municipal solid waste, standing by the Student Residence Halls);

10) incur costs in case the Student House is charged a penalty for not segregating waste. The penalty will be charged to the offender individually. If the offender cannot be identified, the amount of the penalty will be divided among all the Residents and added to the monthly fee in the next billing period, after reviewing the surveillance recording and obtaining information confirming whether the person is a Resident of the Student Residence Hall or its guest;

11) immediately notify the Student Residence Hall Director of any disturbing incidents occurring in the Student Residence Hall;

12) show the Resident's Card at the request of the Student Residence Hall Administration, the security staff and the staff at the reception.

4. The Residents are prohibited from:

1) damaging the property, painting interiors (subject to section 2 item 3), taping walls and doors and furnishing the room with permanent or hard to remove stickers, posters or other decorations;

2) using electric stoves, heaters and other heat sources in the living rooms which are not permanent equipment of the room;

3) unauthorised setting up, altering, repairing and interfering with electrical, gas, water, telephone, aerial, computer, sound and other installations;

4) replacing door locks and making new keys to any rooms in the Student Residence Hall without the consent of the Director. The Director of the Student Residence Hall decides whether the lock needs to be replaced and, if necessary, charges the Residents occupying the room for the costs of the exchange;

5) using the premises, the equipment of the Student Residence Halls and the fire-fighting equipment for purposes other than intended;

6) exchanging furniture between rooms, altering and carrying the furniture out of the room without the consent of the Student Residence Director;

7) using sound devices in a manner that impedes other Residents' learning or rest;

8) throwing objects into the sanitary facilities that could cause damage or malfunction to these facilities;

9) throwing objects out of the windows or carry any equipment which is the property of Bialystok University of Technology out of the Student Residence Hall;

10) leaving rubbish bags in the residential segment, corridor, kitchen, laundry room etc.;

11) keeping animals on the premises of the Student Residence Halls, except with the written permission of the Director and the roommates;

12) gambling on the premises of the Student Residence Halls;

13) bringing weapons and ammunition within the meaning of the Act on Firearms and Ammunition to the Student Residence Halls;

14) smoking cigarettes and e-cigarettes on the entire premises;

15) producing, selling and consuming alcoholic beverages or intoxicants on the premises of the

Student Residence Hall;

- 16) sub-renting, renting the room and the Resident's card to other persons;
- 17) conducting business activity on the premises of the Student Residence Halls;
- 18) organising special events in the rooms, corridors, kitchen and other common areas;

- 19) placing advertisements, posters, etc. in the Student Residence Hall and its immediate surroundings without the written permission of the Deputy Chancellor.
5. The Director of the Student Residence Halls, together with an Administration employee or a person authorised by the Director, may enter a room in the absence of the Residents in the event of an emergency or the need to carry out urgent activities to ensure the proper functioning of the facility, and to carry out all kinds of repairs, technical inspections, and in case of any malfunction.
6. In the event of a threat to order or security, the staff member of the Student Residence Hall Administration, or in case of his/her absence, the reception staff, calls the appropriate security services.
7. The Director of the Student Residence Hall may disallow the entry to the premises of the Student Residence Hall to a person who has previously committed a gross violation of the Regulations.
8. The University is not responsible for private property located in the occupied room and for the property left after the check out from the Student Residence Hall.
9. The Director of the Student Residence Hall, together with the Administration employee or a preassigned person, has the right to inspect the cleanliness of the room and the residential segment.
10. The Director of the Student Residence Hall has the right to reassign Residents to another room during the academic year due to the need to fully utilise the accommodation facilities. In this case, the student is obliged to move to the designated room.

§ 6

Responsibility of Residents

1. The means of order responsibility are:
 - 1) a written or verbal warning issued by the Student Residence Hall Director or persons authorised by the Director;
 - 2) an order to check out issued by the Deputy Chancellor.
2. The Resident bears full financial responsibility for the damage caused by him/her to the property of the Student Residence Hall.
3. In the event of damage to the furnishings, rooms or common areas caused by the Residents, or in case the furnishings are missing, the Residents are obliged to pay the equivalent of the damage caused or to restore them to their original condition.
4. If the perpetrator of the damage is not found, the Residents of the room, segment or floor are jointly liable for the damage and loss, which will be covered by the deposit.
5. The value of the damage caused by the Resident/s is estimated by the Student Residence Hall Director on the basis of a documented cost estimate/valuation - a model damage record is enclosed as Appendix 6 to the Regulations.

MONTHLY FEE FOR ACCOMMODATION IN STUDENT RESIDENCE HALLS OF BIALYSTOK
UNIVERSITY OF TECHNOLOGY

The price list is valid from 1 October 2021

Room	Type I (room with a fridge-freezer)	Type II (room without a fridge-freezer)
	Gross price per 1 person (exempt from VAT)	Gross price per 1 person (exempt from VAT)
Student Residence Halls no. 1, 2, 3 (one bathroom for 4 rooms)		
2-person room (small)	PLN 340.00	PLN 330.00
2-person room occupied by 1 person (small)	PLN 470.00	PLN 460.00
2-person room (big)	PLN 420.00	PLN 410.00
2-person room occupied by 1 person (big)	PLN 550.00	PLN 540.00
Student Residence Halls no. 1, 3, 4 (one bathroom for 2 rooms)		
1-person room (small)	PLN 490.00	PLN 480.00
2-person room (big)	PLN 450.00	PLN 440.00
2-person room occupied by 1 person (big)	PLN 560.00	PLN 550.00
Deluxe Rooms (one bathroom for 2 rooms)		
1-person deluxe room (small)	PLN 520.00	--
2-person deluxe room (small)	PLN 380.00	--
2-person deluxe room (big)	PLN 470.00	--
2-person deluxe room occupied by 1 person (big)	PLN 590.00	--

guest accommodation - 18.00 PLN gross per person/day (max. 3 nights, and 5 nights per month)

daily rate for a BUT student up to 10 days - 20.00 PLN gross per person/day

**DECLARATION OF RESIDENCE
IN STUDENT RESIDENCE HALLS OF BIALYSTOK UNIVERSITY OF TECHNOLOGY**
(please fill in the form on both sides in block capitals)

ACADEMIC YEAR/.....

First and last name

Address of permanent residence

Telephone no.

E-mail address

Name of the university

Faculty

.....
Date and legible signature

- 1) The Controller of your personal data is Bialystok University of Technology, 45A Wiejska Street, 15-351 Bialystok, Poland, www.pb.edu.pl (hereinafter referred to as the University), tel.: 85 746 90 00, www.bip.pb.edu.pl, e-mail: rektorat@pb.edu.pl.
- 2) Pursuant to Article 37 (1) (a) of the GDPR¹, the Personal Data Controller has appointed the Data Protection Supervisor whom you may contact in matters relating to the processing of personal data by e-mail at: iod@pb.edu.pl.
- 3) Your personal data will be processed for the following purposes:
 - a) the implementation of the procedure related to accommodation and residence in the Student Residence Halls of Bialystok University of Technology – on the basis of Article 6(1)(c) and (e) of the GDPR¹, in connection with Article 1(5) and Article 104 of the Act of 20 July 2018 on *the Law on Higher Education and Science* and the Regulations for the Student Residence Halls of Bialystok University of Technology;
 - b) accounting,
 - c) archivingon the basis of the applicable legislation governing these matters – Article 6(1)(c) of the GDPR¹;
 - d) debt collection and/or to pursue claims,
 - e) generating statisticson the basis of the legitimate interest of the University in being able to pursue claims and generate statistics – Article 6(1)(f) GDPR¹;
- 4) The provision of data is voluntary but necessary for the above-mentioned purposes, and failure to provide the data will prevent the application from being processed, and the accommodation process in the Student Residence Halls of BUT will be cancelled;
- 5) Your personal data will be made available to other entities only in cases provided for by law.
- 6) Your personal data will be stored for the periods necessary to fulfil the purposes set out above, as provided by law and by the internal legal acts of the University.
- 7) You have the right to access your data, receive a copy of your data and, within the regulations of the law, to:
 - a) rectify your data;
 - b) erase your data;
 - c) object to the processing of your data;
 - d) restrict the processing of your data
- 8) Your personal data shall not be used for automated decision making or profiling as described in Article 22 of the GDPR.
- 9) You have the right to lodge a complaint with the competent supervisory body, i.e. the President of the Office for Personal Data Protection, if you consider that the processing of personal data violates the generally applicable regulations in this regard.

.....
Received on, / date

Please indicate, on a scale of 1 to 4, the order of the Student Residence Hall of your choice and, on a scale of 1 to 4, your preferred type of the room in each Student Residence Hall.

- Student Residence Hall ALPHA**
one bathroom for 4 rooms
- 2-person room (small)
 - 2-person room occupied by 1 person (small)
 - 2-person room (big)
 - 2-person room occupied by 1 person (big)
- one bathroom for 2 rooms
- 1-person room (small)
 - 2-person room (big)
 - 2-person room occupied by 1 person (big)
 - 1-person deluxe room (small)
 - 2-person deluxe room (small)
 - 2-person deluxe room (big)
 - 2-person deluxe room occupied by 1 person (big)

- Student Residence Hall BETA**
one bathroom for 4 rooms
- 2-person room (small)
 - 2-person room occupied by 1 person (small)
 - 2-person room (big)
 - 2-person room occupied by 1 person (big)

- Student Residence Hall GAMMA**
one bathroom for 4 rooms
- 2-person room (small)
 - 2-person room occupied by 1 person (small)
 - 2-person room (big)
 - 2-person room occupied by 1 person (big)
- one bathroom for 2 rooms
- 1-person room (small)
 - 2-person room (big)
 - 2-person room occupied by 1 person (big)
 - 1-person deluxe room (small)
 - 2-person deluxe room (small)
 - 2-person deluxe room (big)
 - 2-person deluxe room occupied by 1 person (big)

- Student Residence Hall DELTA**
one bathroom for 2 rooms
- 1-person room (small)
 - 2-person room (big)
 - 2-person room occupied by 1 person (big)

Date and the approximate time of arrival

Additional information from the candidate

Student Residence Hall no.
room
accommodation from
first and last name
phone no.
e-mail

DECLARATION

Having read the contents of the Regulations for the Student Residence Halls of Bialystok University of Technology, I hereby declare that I undertake to:

1. Pay the occupancy fees by the 25th of each month in the amount of
to the USOS account / bank account of the Student Residence Hall*.
2. Comply with the rules set out in the aforementioned Regulations for the Student Residence Halls.
3. Have respect for the property of the Student Residence Hall and its surroundings.
4. Maintain cleanliness, order and silence on the premises of the Student Residence Hall.
5. Comply with the health and safety regulations, fire regulations as well as sanitary regulations.
6. Submit to the decisions of the Student Residence Hall Director.
7. Show the Resident's Card when requested to do so by the Administration, receptionist and security staff.

At the same time I hereby agree that the deposit paid by me will be credited to:

- 1) the amount due for the last month of residence
- 2) the reduction of the deposit for the repair of the damage caused by me and people for whom I am responsible, to the property of the Student Residence Hall;
- 3) cover the occurrence of arrears in fees and leaving the place of residence without notifying the Student Residence Hall Administration

.....
date and signature of the resident

Notes from the Student Residence Hall administration:

.....
.....
.....

* delete as appropriate

Appendix 3 to the Regulations for the Student Residence Halls of Bialystok University of Technology

QUESTIONNAIRE

1. Last name

First name

PESEL no.

if you do not have a PESEL number, fill in the type and the number of the document confirming your identity

.....

2. Address of permanent residence

.....

.....

3. Album number (applies to BUT students):

1) Album no.

2) Faculty / field of study

.....

signature of the resident

.....
Stamp of the Student Residence Hall

Furnishings Record Sheet - room no.

No.	Piece of furniture	Quantity	Remarks
1	Single bed		
2	Closet		
3	Table		
4	Chair		
5	Cupboard		
6	Wall shelf		
7	Desk		
8	Bookcase		
9	Dresser / Bedside table		
10.	Refrigerator		
11.	Other		
12.	other		

Remarks:

.....
.....
.....

I hereby confirm that the above-mentioned items are in the quantity as stated.

.....
(signature of the person issuing the room)

Full name and signature of the Resident:

1.
2.

3.

Appendix 5 to the Regulations for the Student Residence Halls of Bialystok University of Technology

Bialystok, on

Last name:

First name:

ID card / passport*:

BURSAR

**OF BIALYSTOK UNIVERSITY OF
TECHNOLOGY**

REQUEST FOR RETURN OF SECURITY DEPOSIT

I, the undersigned*, hereby inform that as of I am moving out of the Student Residence Hall no. At the same time, I would like to request:

- 1) a return of the deposit in the amount of PLN to the bank account indicated below:
no.;
- 2) a return of the deposit in the amount of PLN by auto-payment;
- 3) a deduction of the amount of PLN according to the damage record no.
of

.....
(signature of the evicted person)

The request was received on:

Notes from the Student Residence Hall administration:

Room no. handed over on in unobjectionable/objectionable* condition. I request:

- 1) a return of the deposit in the amount of PLN to the bank account indicated above,
- 2) a return of the deposit in the amount of PLN by auto-payment on
- 3) a deduction of the amount of PLN according to the damage record no. of

.....
signature of the Student Residence Hall employee)

Adnotacje Działu Finansowego:

.....
(date and legible signature)

Appendix 7 to the Regulations for the Student Residence Halls of BUT

VERSION 1 students/doctoral students/spouse+children/others

INFORMATION ON PROCESSING OF PERSONAL DATA
for accommodation in the Student Residence Halls of BUT

- 1) The Controller of your personal data is Bialystok University of Technology, 45A Wiejska Street, 15-351 Bialystok, Poland, www.pb.edu.pl (hereinafter referred to as the University), tel.: 85 746 90 00, www.bip.pb.edu.pl, e-mail: rektorat@pb.edu.pl.
- 2) Pursuant to Article 37 (1) (a) of the GDPR¹, the Personal Data Controller has appointed the Data Protection Supervisor whom you may contact in matters relating to the processing of personal data by e-mail at: iod@pb.edu.pl.
- 3) Your personal data will be processed for the following purposes:
 - a) the implementation of the procedure related to accommodation and residence in the Student Residence Halls of Bialystok University of Technology – on the basis of Article 6(1)(c) and (e) of the GDPR¹, in connection with Article 11(5) and Article 104 of the Act of 20 July 2018 on *the Law on Higher Education and Science* and the Regulations for the Student Residence Halls of Bialystok University of Technology;
 - b) accounting,
 - c) archivingon the basis of the applicable legislation governing these matters – Article 6(1)(c) of the GDPR¹;
 - d) debt collection and/or to pursue claims,
 - e) generating statisticson the basis of the legitimate interest of the University in being able to pursue claims and generate statistics – Article 6(1)(f) GDPR¹;
- 4) The provision of data is voluntary but necessary for the above-mentioned purposes, and failure to provide the data will prevent the application from being processed, and the accommodation process in the Student Residence Halls of BUT will be cancelled;
- 5) Your personal data will be made available to other entities only in cases provided for by law.
- 6) Your personal data will be stored for the periods necessary to fulfil the purposes set out above, as provided by law and by the internal legal acts of the University.
- 7) You have the right to access your data, receive a copy of your data and, within the regulations of the law, to:
 - a) rectify your data;
 - b) erase your data;
 - c) restrict the processing of your data;
 - d) object to the processing of your data;
- 8) Your personal data shall not be used for automated decision making or profiling as described in Article 22 of the GDPR.
- 9) You have the right to lodge a complaint with the competent supervisory body, i.e. the President of the Office for Personal Data Protection, if you consider that the processing of personal data violates the generally applicable regulations in this regard.

VERSION 2 – persons visiting permanent residents in the Student Residence Halls

INFORMATION ON PROCESSING OF PERSONAL DATA

for the purpose of keeping a record of visitors of permanent residents of the Student Residence Halls

- 1) The Controller of your personal data is Białystok University of Technology, 45A Wiejska Street, 15-351 Białystok, Poland, www.pb.edu.pl (hereinafter referred to as the University), tel.: 85 746 90 00, www.bip.pb.edu.pl, e-mail: rektorat@pb.edu.pl.
- 2) Pursuant to Article 37 (1) (a) of the GDPR¹, the Personal Data Controller has appointed the Data Protection Supervisor whom you may contact in matters relating to the processing of personal data by e-mail at: iod@pb.edu.pl.
- 3) Your personal data will be processed for the following purposes:
 - a) to keep a record of outsiders visiting the residents of the Student Residence Halls to maintain order and safety on the premises of the University – on the basis of Article 6(1)(e) of the GDPR¹ in connection with Article 50(1) on *the Law on Higher Education and Science* and the Regulations for the Student Residence Halls of Białystok University of Technology;
 - b) archiving - on the basis of Article 6(1)(c) of the GDPR¹;
- 4) The provision of data is voluntary but necessary for the above-mentioned purposes. Failure to provide the data will result in the inability to visit the residents of the Student Residence Halls.
- 5) Your personal data will be made available to other entities only in cases provided for by law.
- 6) Your personal data will be stored for the periods necessary to fulfil the purposes set out above, as provided by law and by the internal legal acts of the University.
- 7) You have the right to access your data, receive a copy of your data and, within the regulations of the law, to:
 - a) rectify your data;
 - b) erase your data;
 - c) restrict the processing of your data;
 - d) object to the processing of your data;
- 8) The University shall not use the provided personal data for automated decision making, including profiling;
- 9) You have the right to lodge a complaint with the competent supervisory body, i.e. the President of the Office for Personal Data Protection, if you consider that the processing of personal data violates the generally applicable regulations in this regard.

Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the General Data Protection Regulation) (OJ EU.L.2016.119.1)

Białystok,

legible signature