

Information regarding the processing of personal data - consideration of complaints and suggestions

Data Controller

The **Controller** of your personal data is: Poznań University of Life Sciences, ul. Wojska Polskiego 28; 60-637 Poznań, tel/fax +48 61 848 7146.

Data Protection Officer

Information regarding your personal data is provided by the UPP **Data Protection Officer** (p. 1). You can contact them by sending information via email to: tomasz.napierala@up.poznan.pl or by phone +48 61 848 7799.

Purposes and Legal Bases for Data Processing

Your personal data will be processed on the basis of Art. 6(1)(c) of the **GDPR**¹ in order to consider the complaint or motion filed by you, in accordance with the provisions of the Act of 14 June 1960 – **Code of Administrative Procedure** - Title VIII: Complaints and Motions.

Categories of Personal Data

We will process ordinary and special categories of personal data that have been provided to us via the submitted motion or complaint.

Recipients of Personal Data/Category of Recipients

In the event that the FVAS (Faculty of Veterinary Medicine and Animal Science) of UPP lacks the proper jurisdiction to consider your complaint or motion, your personal data will be transferred, pursuant to legal provisions, to the competent authority for handling (p. 1). Recipients of personal data may also include entities providing services to the data controller, including IT service providers and accounting services.

Transfer of Personal Data to a Third Country/International Organisation

Your personal data will not be transferred to a third country or an international organisation.

Data Retention Period

We will store your personal data for the period necessary to consider the complaint or motion you filed, and subsequently, in order to fulfill the obligation to archive documents, for the time resulting from the provisions of the Act of 14 July 1983 on the national archival resource and archives.

Right of Access to Personal Data

You have the right to access the content of your personal data and receive a copy thereof, the right to rectification (correction) if they are incorrect or outdated, as well as the right to restriction of processing (p. 1). You may submit the above request to the data controller in writing to the address provided above or orally (if it is possible to confirm your identity by other means).

Right to Lodge a Complaint with a Supervisory Authority

You have the right to lodge a complaint with the supervisory authority, i.e., the President of the Personal Data Protection Office (p. 1). You can do this, among other things, if you believe that the processing of your personal data violates the provisions of the **GDPR**.

Source of Origin of Personal Data

Personal data originates from the entity that provided us with the complaint/motion or the author of the complaint/motion .

Requirement to Provide Personal Data

The provision of personal data by you is a requirement resulting from the Regulation of the Council of Ministers of 8 January 2002 on the organisation of receiving and considering complaints and motions.

¹ **GDPR** – 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 (General Data Protection Regulation) (p. 1).

In the event that special categories of personal data (e.g., health status data) are presented in the motion or complaint, then the legal basis for processing this data is also Art. 9(2)(g) of the **GDPR** (p. 1).