

NOMINATION LETTER

I hereby confirm the nomination of the following student who is going to participate in the **PROM programme (project number BPI/PRO/2024/1/00016/U/00001)** at **Jan Dlugosz University in Czestochowa** in the **winter / summer*** semester of the academic year **2025 / 2026**

INFORMATION OF THE STUDENT			
First name			
Last name			
Sex	☐ Female ☐ Male		
E-mail			
Home University (name)			
Home University (full address)			
Country			
Faculty at Home University			
Study field			
Level of studies	Bachelor / Master / PhD *		
Year of studies	1st / 2nd / 3rd / 4th / 5th*		
Form of mobility	Physical ☐	Blended ☐	Online ☐
Planned period of mobility	/...../20 -/...../20..... (dd/mm/yyyy) - (dd/mm/yyyy)		
Additional 1 day for travel to Poland	☐ YES ☐ NO		
Additional 1 day for travel from Poland	☐ YES ☐ NO		
Purpose of mobility (according to the catalogue of activities attached)			
Language of mobility	Language: ...	Level (min. B1): ...	

DESCRIPTION OF THE PLANNED MOBILITY PROGRAM (TYPE OF ACTIVITY IN ACCORDANCE WITH THE CATALOGUE AND ITS SUBSTANTIVE DESCRIPTION, JUSTIFICATION OF THE PURPOSE AND MOTIVATION FOR THE MOBILITY)

MAXIMUM 2000 CHARACTERS

Contact person from sending University:

Name, Surname:

Academic title:

Function:

E-mail:

Telephone number:

**delete as appropriate*

Name and surname of the responsible person (Signatory):

Academic title:

Function:

Respectfully,

Date:.....

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Signature and stamp

INFORMATION CLAUSES OF THE GDPR

INFORMATION CLAUSE OF THE MANAGING AUTHORITY - MINISTER COMPETENT FOR REGIONAL DEVELOPMENT

In order to fulfill the obligation imposed pursuant to Art. 13 and 14 of the GDPR, in connection with Art. 88 of the Act on the principles of implementing tasks financed from European funds in the financial perspective 2021-2027, please be informed about the principles of processing your personal data:

1. Administrator

A separate administrator of your data is the Minister responsible for regional development with its registered office at Wspólna 2/4, 00-926 in Warsaw.

2. Purpose of data processing

Personal data will be processed in connection with the implementation of the EFSD, in particular for the purposes of monitoring, reporting, communication, publication, evaluation, financial management, verification and audits and for the purposes of determining eligibility of participants.

Providing data is voluntary, but necessary to achieve the above-mentioned purpose. Refusal to provide it is tantamount to inability to take appropriate action.

3. Processing basis

We will process your personal data because:

1. We are obliged to do so by law (Article 6(1)(c), Article 9(2)(g) and Article 10 of the GDPR)

- Regulation (EU) No. 2021/1060 of the European Parliament and of the Council of 24 June 2021 establishing common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund, and also the financial provisions for the funds and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Financial Support Instrument for Border Management and Visa Policy,
- Regulation (EU) 2021/1057 of the European Parliament and of the Council of 24 June 2021 establishing the European Social Fund Plus (ESF+) and repealing Regulation (EU) No. 1296/2013 (OJ EU L 231, 30/06/2021, p. 21, as amended),
- Act of April 28, 2022 on the principles of implementing tasks financed from European funds in the 2021-2027 financial perspective, in particular Art. 87-93,
- Act of June 14, 1960 - Code of Administrative Procedure,
- Act of 27 August 2009 on public finances.

4. Method of obtaining data. We obtain data directly from the persons concerned or from institutions and entities involved in the implementation of the Program, in particular from applicants, beneficiaries and partners.

5. Access to personal data. The administrator's employees and collaborators have access to your personal data. In addition, your personal data may be entrusted or



made available to:

1. entities that we have commissioned to perform tasks in the EFSD,
 2. bodies of the European Commission, the minister responsible for public finances, the president of the social security institution,
 3. entities that provide us with services related to the operation and development of ICT systems, as well as ensuring connectivity, e.g. IT solution providers and telecommunications operators.
6. Data storage period
Personal data is stored for the period necessary to achieve the purposes specified in point II.
7. Rights of data subjects
You have the following rights:
1. the right to access your data and receive a copy thereof (Article 15 of the GDPR),
 2. the right to rectify your data (Article 16 of the GDPR),
 3. the right to delete your data (Article 17 of the GDPR) - if the circumstances referred to in Art. 17 section 3 of the GDPR do not apply,
 4. the right to request from the administrator to limit the processing of your data (Article 18 of the GDPR),
 5. the right to transfer your data (Article 20 of the GDPR) - if the processing is carried out on the basis of a contract: for the purpose of concluding or implementing it (pursuant to Article 6(1)(b) of the GDPR), and in an automated manner,
 6. the right to lodge a complaint with the supervisory body of the President of the Office for Personal Data Protection (Article 77 of the GDPR) - if the person considers that the processing of their personal data violates the provisions of the GDPR or other national provisions regulating the protection of personal data in force in Poland.
8. Automated decision making
Personal data will not be subject to automated decision-making, including profiling.
9. Transferring data to a third country
Your personal data will not be transferred to a third country.
10. Contact with the data administrator and the Data Protection Inspector
If you have any questions regarding the processing of personal data by the minister responsible for regional development, please contact the Data Protection Inspector (DPO) as follows:
- by traditional mail (Wspólna 2/4, 00-926 Warsaw),
 - electronically (e-mail address: IOD@mfi.pr.gov.pl).

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Signature of the project participant

INFORMATION CLAUSE OF THE INTERMEDIATE INSTITUTION - NATIONAL CENTER FOR RESEARCH AND DEVELOPMENT

Pursuant to Art. 13 and 14 of the Regulation of the European Parliament 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 (hereinafter: "GDPR"), please be informed that:

1. the administrator of your personal data is the National Center for Research and Development (hereinafter referred to as "NCBR") with its registered office in Warsaw (00-801), Chmielna 69;
2. the data protection officer (DPO) can be contacted at the e-mail address: iod@ncbr.gov.pl and at the NCBR correspondence address indicated above with the note "Data Protection Officer";
3. personal data is processed for the purpose of implementing a project carried out under the European Funds for Social Development Program 2021-2027 ("EFSD"), in particular for the purpose of project evaluation and selection, conclusion of a co-financing agreement, supervising a project implementation, reporting, communication, publication, evaluation, financial management, verification and control, audit, evaluation of information and promotional activities, its receipt, assessment and financial settlement, for the purposes of determining eligibility of participants and the possible determination, pursuit or defense of claims;
4. personal data is processed due to the purpose indicated above, i.e. processing is necessary to perform a task carried out in the public interest (Article 6(1)(e) of the GDPR), and NCBR is authorized to process your personal data pursuant to the Act on of April 30, 2010 on the National Center for Research and Development in connection with the implementation of the NCBR tasks specified therein and pursuant to the Act of April 28, 2022 on the principles of implementing tasks financed from European funds in the financial perspective 2021-2027, and in particular Chapter 18 the Act (Article 6(1)(c) of the GDPR);
5. personal data was obtained directly from you or from public registers or from institutions and entities involved in the implementation of the project, in particular from applicants, beneficiaries, partners;
6. NCBR processes your personal data included in the application for funding or provided as part of the implementation of the tasks indicated in point 3 of the clause;
7. providing personal data is necessary to achieve the above-mentioned purpose. Refusal to provide it is tantamount to inability to take appropriate action;
8. personal data will be processed for the period necessary to achieve the purpose specified in point 3), and then for archival purposes for a period in accordance with the NCBR office instructions and the Uniform List of Files;
9. recipients of personal data will be public authorities and entities performing public tasks or acting on behalf of public authorities, to the extent and for the purposes

resulting from legal provisions, as well as entities providing services necessary for the implementation of tasks by the NCBR, in particular the entity supporting the implementation of tasks is NCBR+ Ltd. The data may also be transferred to IT partners, entities providing technical or organizational support, archiving and destruction of documents, postal, courier and payment services, and marketing services;

10. In relation to the NCBR, you have the following rights: to request access to your personal data, rectify it, delete it, limit processing, as well as to object to the processing of your personal data. Regarding the exercise of your rights, you can contact the data protection officer at the e-mail address provided in point 2 above;
11. you also have the right to lodge a complaint with the President of the Personal Data Protection Office;
12. personal data will not be subject to automated decision-making, including profiling;
13. Your personal data will not be transferred to a third country.

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Signature of the project participant

INFORMATION CLAUSE OF THE POLISH NATIONAL AGENCY FOR ACADEMIC EXCHANGE CONCERNING THE PROCESSING OF PERSONAL DATA OF STAFF OF PROJECTS FINANCED BY EUROPEAN FUNDS FOR SOCIAL DEVELOPMENT 2021-2027 (EFSD)

Administrator: Polish National Agency for Academic Exchange (Agency)
Polna 40, 00-635 Warsaw

Purpose and legal basis for data processing:

The agency processes your personal data pursuant to Art. 6 section 1 letters c and e of the GDPR(1), as well as pursuant to Art. 9 section 2 letters g and j of the GDPR in connection with art. 6 section 1 letters c and e of the GDPR in order to:

1. perform a public task in the field of internationalization of higher education and science entrusted to the Agency, i.e. the task specified in Art. 2 of the Act of July 7, 2017 on the Polish National Agency for Academic Exchange;
2. the Agency to fulfill legal obligations related to the implementation of the project financing agreement, including statistical and monitoring, reporting, communication, publication, evaluation, financial management, verification and auditing obligations of projects and to determine eligibility of participants.

Categories of processed data:

The Agency may process the following categories of your data:

1. identification data indicated in Art. 87 section 2 point 1 of the Implementation Act(2), including: name, surname, address, e-mail address, telephone number, fax number, PESEL number, REGON number, education, online identifiers;

2. data related to the scope of your participation in the project, indicated in Art. 87 section 2 point 2 of the Implementation Act, including: remuneration, form and period of involvement in the project;
3. Your data on the documents confirming eligibility of expenses, indicated in Art. 87 section 2 points 3 of the Implementation Act, including a bank account number, professional experience;
4. data indicated in art. 87 section 3 of the Implementation Act regarding a racial or ethnic origin or health referred to in Art. 9 of the GDPR;
5. data regarding the image of people participating in the implementation of the Programme or taking part in events related to it - on the basis of a separate, voluntarily granted consent.

Data processing period:

Your personal data will be processed by the Agency until the purpose of processing ceases or for the period resulting from the archival category of documents containing the data, as specified in the implementing provisions to the Act of July 14, 1983 on national archival resources and archives.

Sharing/entrusting data:

While maintaining all security guarantees, your Agency may make your data available to entities authorized to receive it under the law, in particular under the Implementation Act, or transfer it to entities processing it on behalf of the Agency on the basis of an appropriate data processing agreement.

Data transfer to third countries:

Your data will not be transferred to a third country or international organization. If it is necessary to transfer data to a third country, the Agency will provide appropriate security for the transfer of the data and effective legal protection measures, in particular standard contractual clauses adopted by the European Commission, and will inform you about the fact.

Making decisions based solely on automated processing of personal data, including profiling:

Does not apply.

Requirement to provide data/data source:

The Agency obtains data directly from the persons concerned or from institutions and entities involved in the implementation of EFSD projects, in particular from applicants, beneficiaries and partners. Refusal to provide data means that the application will not be considered or that a specific person will not be able to participate in the implementation of the Program.

Rights of data subjects:

You can submit an application to us for access to your personal data, rectification of data, transfer of data and restriction of the processing of personal data - on the terms set out in the GDPR.

You may also lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data by the Agency violates the law.

Contact data of the data protection officer at the Agency:

odo@nawa.gov.pl

(1) 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 (Official Journal of the EU. L 119 of 4 May 2016, pp.1-88).
(2) Act of April 28, 2022 on the principles of implementing tasks financed from European
funds in the 2021-2027 financial perspective (Journal of Laws of 2022, item 1079),
hereinafter referred to as the "Implementation Act".

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Signature of the project participant

