**Information on the processing of data od persons contacting the UMFC**

1. The controller of your personal data shall be the Chopin University of Music with its registered seat in Warsaw, address: ul. Okólnik 2, represented by Rector of the University (hereinafter referred to as the UMFC).
2. To contact with the Data Protection Supervisor for matters connected with data processing, please write to the following email address: iod@chopin.edu.pl.
3. Your personal data included voluntarily in correspondence sent to the UMFC shall be processed in order to reply to your enquiry sent by email or traditional mail. The basis for data processing is: the implementation of the activities the UMFC is responsible for as a public entity (art. 6 section 1 letter e of GDPR); in specific situations – the implementation of the legally established interests of the UMFC (art. 6 section 1 letter f of GDPR); and in case of you sending us – at your own initiative – special category data described in art. 9 of GDPR – your permission for which you will be additionally asked if it was clearly missing (art. 6 section 1 letter a of GDPR), whereas when the FCUM does not obtain your permission, special category data will be deleted or returned.
4. Depending on the type and content of your enquiry, the basis for data processing may change, you may also receive information about the necessity to complete data and send correspondence to another address, depending on the type of case. In such situations, you will be informed about data processing for a specific purpose.
5. The data of persons contacting the UMFC will be stored until the response to the sent enquiry is given and the communication with the UMFC ends, after that time the data may be processed until the deadline for possible claims expires or, in case of registering correspondence under the office number, the data shall be processed for the period provided for the archivisation and documentation at the UMFC.
6. Giving the data is optional but it is necessary for responding to the enquiry sent to the UMFC. In case you voluntarily provide more data than required for obtaining a response, the data will be deleted immediately, whereas if it turns out they are too scarce, in specific situations you may be asked to provide additional data.
7. Persons contacting the UMFC shall also be entitled to demand access their personal data, amend their data, delete them or limit their processing, object against processing them, transfer them, and in case of data processing based on consent (this applies to special category data) – to withdraw their permission at any time and without giving a reason, subject to the legality of the processing before the consent was withdrawn.
8. Exercising the rights mentioned in Point 7 shall be possible via the email addresses info@chopin.edu.pl and/or iod@chopin.edu.pl, as well as by sending a written request to the address of the registered seat of the UMFC.
9. If you believe that your data are being processed unlawfully, you also have the right to file a complaint to the supervisory authority – President of the Office for Data Protection (registered seat: ul. Stawki 2, Warsaw).
10. Your data shall not be processed in an automated way, they shall not be profiled, and they shall not be given to third countries or international organisations.