**Authorisation no. ……./……../GDPR**

**to process personal data**

**INCLUDING A STATEMENT**

As of ………………………… I authorise:

Ms/Mr: …………………………………………………….

*Employee of ………………………………………………………………………………………………..*

Domain ID (from HCM system) ……………………….……………*(if applicable)*

to process personal data:

* Relating to employee hiring
* Of employees,
* Relating to Erasmus+ programme,
* Relating to international exchange programmes,
* Relating to recruiting students, including doctoral students and post-graduate course students,
* Relating to the teaching process of students and post-graduate students,
* Relating to the career service operations,
* Relating to the archive,
* Relating to the library,
* Relating to handling complaints and applications,
* Relating to keeping the Public Information Bulletin,
* Relating to disciplinary actions towards academic teachers and students,
* Relating to public procurement procedures,
* Relating to video surveillance,
* Relating to organising scientific conferences and symposiums,
* Relating to issuing ID cards to students and employees,
* Relating to personal data processing in electronic systems,
* Relating to financial settlement and invoice processing,
* Of people employed based on civil law agreements
* Relating to the Establishment Employee Benefit Fund,
* Relating to communication,
* Relating to promotion procedures relating to granting the title of PhD, habilitated PhD and professor,
* Relating to handling scholarships for students and doctoral students,
* Relating to granting awards, including distinctions and medals,
* Of trainees,
* Relating to the publishing activity of the University,
* Relating to competition organisation,
* Relating to marketing, promotional and advertising activity,
* Relating to administrating dormitories and providing accommodation services,
* Relating to students’ insurance,
* Relating to implementing projects and contracted research/studies,

for purposes relating to the performance of obligations stemming from the job or function, as per the Data Controllers’s instructions and in the scope required and necessary to fulfill the legal duties of the Data Controller.

in the following forms:

1. Electronic (IT systems/software): Yes/~~No~~ \*
2. Standard (paper documents): Yes/~~No~~ \*

This Authorisation shall become invalid once the employment relationship is invalid/terminated.

This Authorisation obliges you to process personal data in accordance with the granted authorisation, personal data protection regulations and the internal regulations issued by the Data Controller in this respect,

including:

* The obligation, not limited in time, to keep secret personal data and its protection methods,
* To report any violations or threats to personal data protections.

Simultaneously, I agree that the violation of the personal data protection rules in force in the Data Controller's establishment may be deemed to be serious breach of the basic contractual obligations and result in terminating the contract as well as in liability based on the applicable law.

…………………………….. ……………………………..

[Authorised person’s signature] [Authorising person’s signature]