

# Application form

for the studies in academic year 2019/2020

**Application form should be completed in block letters in accordance with the data contained in the passport**

Faculty/ field of studies/:

- International Business/full time 3-year BA studies in English/
- Finance and Accounting ACCA Master's Programme studies in English
- Finance and Accounting ACCA Postgraduate studies Programme studies in English

<b>Personal data</b>		
Family name as stated in your passport)	First name (as stated in your passport)	Gender Male/Female <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth	Place of birth/Country	Citizenship
Nationality	Mother's name and surname	Father's name and surname
<b>Information about passport:</b>		
Valid passport number	Country of issue	Passport expiry date
<b>Place of residence - permanent address</b>		
Country	City	Street
House number	Flat number	Postal code
State/Province	Phone number	e-mail address:
<b>Address for correspondence</b>		
Country	City	Street
House number	Flat number	Postal code
State/Province	Phone number	e-mail address:

<b>Language competence</b>	
To prove my language competence I can provide:	
<input type="checkbox"/> Certificate of knowing English <input type="checkbox"/> Certificate from my Secondary School or University my whole program was provided in English	
Title of Certificate	Obtained Score
Maximum Score	Date of examination
<b>Surname, first name, address and phone number of the person who should be informed in case of emergency</b>	
<b>How did you get information about studies in our University</b>	

#### **Information clause on processing personal data**

Fulfilling the obligation set in the Regulation of the European Parliament and Council (EU) 2016/679, from 27 April 2016, on the protection of natural persons, in connection with the processing of personal data and on the free movement of such data as well as on the repeal of the Directive 95/46/EC (General Regulation on Data Protection) (hereinafter GDPR), I inform that:

The **Administrator** of your personal data is the Sopot University of Applied Science (hereinafter SUAS). You can contact us in the following manner:

- via mail, to the following address: Sopotcka Szkoła Wyższa, ul. Rzemieślnicza 5, 81-855 Sopot
- via e-mail: [admission@ssw.sopot.pl](mailto:admission@ssw.sopot.pl)
- via phone: +48 (58) 555 83 80

We have appointed a **Data Protection Officer**. It is a person, that can be contacted in all matters relating to the processing of personal data and the use of the right related to data processing. The inspector can be contacted in the following way:

- via mail, to the address: Sopotcka Szkoła Wyższa, ul. Rzemieślnicza 5, 81-855 Sopot
- via e-mail: [iodo@ssw.sopot.pl](mailto:iodo@ssw.sopot.pl)

The personal data obtained by the SUAS will be processed in order to:

- assess the qualification for applying for admission to university;
- assess the abilities and skills needed to study a particular field;
- choose the study major, specialty, payment method;
- send the current educational offer of the SUAS;
- contact the candidate regarding the current and the previous recruitment.

The legal basis for processing your personal data is:

- **The obligation imposed on the SUAS** (Art. 6, item 1, letter c), in connection with Art. 192 of the Act on Higher Education and the Regulation of the Minister of Science and Higher Education on the documentation of the course of studies.
- **Legitimate concernment** of the SUAS – in terms of the data collected during the recruitment process and during the related interviews and qualification tests. The SUAS has a legitimate concern in checking one's skills and abilities and in getting information on how to obtain information about the educational offer (legal basis: Article 6, item 1, letter “f” of the GDPR).
- Your consent to provide the SUAS with contact information for recruitment purposes (e-mail address and phone number) – legal basis: Article 6, item 1 letter “a” of the GDPR.
- Your consent to the processing of personal data regarding future recruitment conducted by the SUAS (legal basis: Article 6, item 1, letter “a” of the GDPR).
- Your consent to the processing of personal data for marketing purposes – legal basis: Article 6, item 1, letter “a” GDPR.

Your personal data **is not made available** to the recipients of data specified within the meaning of Article 4, item 9 of the GDPR.

The SUAS **does not transfer** your personal data to third countries, that is outside the EEA (within the: the European Union, Norway, Liechtenstein and Iceland).

The SUAS **will keep** your personal data until the completion of the recruitment process, i.e. until admission. In the case of a consent to the processing of personal data for future recruitment, data will be stored **for one year**.

**Your rights related to the processing of personal data:**

You can submit to the SUAS a request for personal data on:

- correction of personal data (Article 16 of the GDPR);
- deletion of data (Article 17 of the GDPR);
- limiting the processing of personal data, i.e. suspending any operations on personal data or not deleting the data - according to the submitted application (Article 18 of the GDPR);
- access to personal data (for information on the data processed by the SUAS and for a copy of the data – Article 15 of the GDPR);
- transfer of data to another personal data administrator (Article 20 of the GDPR).

You can object, at any time, to the processing of personal data, based on the Article 6, item 1, letter “f” of the GDPR. The SUAS can then no longer process such personal data, unless it demonstrates the existence of legally valid grounds for processing, which override the interests, the rights and the freedoms of the data subject, or the grounds for determining, investigating or defending claims.

To use the above rights, you can contact our Data Protection Officer directly.

You have the right to file a **complaint** to the President of the Office for Personal Data Protection, if you believe that the processing of personal data violates the law.

The personal data provided in the recruitment process **is a statutory requirement (with the exception of e-mail address and telephone)**. Not submitting the personal data in the application will result in the inability to accept the application and, consequently, in exclusion from the recruitment process at the SUAS.

Your personal data **will not be subject** to automated decision-making processes at the SUAS, including profiling.

I consent to the processing of my personal data by the Sopot University of Applied Science **within the scope of the additional personal data listed in the personal questionnaire / application**, in accordance with the Article 6, item 1, letter “a” of the Regulation (EU) 2016/679 of the European Parliament and Council, from 27 April 2016, on the protection of individuals, with regard to the processing of personal data, and on the free movement of such data, repealing the Directive 95/46 / EC (General Data Protection Regulation).

.....  
signature

I consent to the processing of my personal data by the Sopot University of Applied Science **for the purposes of future recruitment**, in accordance with the Article 6, item 1, letter “a” of the Regulation (EU) 2016/679 of the European Parliament and Council, from 27 April 2016, on the protection of individuals, with regard to the processing of personal data, and on the free movement of such data, repealing the Directive 95/46 / EC (General Data Protection Regulation).

.....  
signature

I consent to the processing of my personal data by the Sopot University of Applied Science **for marketing purposes**, in accordance with Article 6, item 1, letter “a” of the Regulation (EU) 2016/679 of the European Parliament and Council of 27 April 2016 on the protection of individuals, with regard to the processing of personal data, and on the free movement of such data, repealing the Directive 95/46 / EC (General Data Protection Regulation).

.....  
signature

I consent to receive from the Sopot University of Applied Science, by e-mail, via the email address indicated by me in the application, information regarding the services offered by the SUAS, within the limits indicated in the Act on the Provision of Electronic Services, from 18 July 2002 (Journal of Laws 2017, item 1219, as amended)

.....  
signature

I hereby confirm that my knowledge of English language is sufficient to participate in courses, pass exams, undertake a survey of scientific literature as well as write and defend master thesis at chosen field of study. By my signature,

**I hereby inform thee that, according to Article 7, item 3 of the GDPR, you may, at any time, withdraw your consent to the processing of personal data by the SUAS. Withdrawal of the consent does not affect the lawfulness of the processing, which has been carried out on the basis of the consent before its withdrawal.**