

INFORMATION ON PERSONAL DATA PROCESSING IN CONNECTION WITH SCHOOL ADMISSION (RECRUITMENT)

Pursuant to Article 13(1–2) of Regulationⁱ we inform you that:

1. The controller of your personal data is the **International School of Gdansk**. You may contact us: by post: ul. Biała 1, 80-435 Gdańsk, Poland via email: isg@gfo.pl by phone: +48 58 342 31 00.
2. The Data Protection Officer (DPO) supervising the compliance of personal data processing can be contacted: via email: jod@gfo.pl by post: at the school's address indicated above Please note that this contact is strictly for matters related to the protection and processing of personal data. The DPO does not provide information about the recruitment process, including the school offer, application status, scoring, criteria, or outcomes.
3. Your personal data and the personal data of your child (hereinafter also referred to as your personal data) are processed for the purpose of conducting the recruitment process.
4. The legal basis for processing your personal data is:
 - **Article 6(1)(c) of the GDPR** in connection with Chapter 6 of the Education Law Act;ⁱⁱ
 - **Article 6(1)(a) of the GDPR**, where the processing is based on your consent;
 - **Article 9(2)(g) of the GDPR**, with regard to special category (“sensitive”) data.
5. If your child is admitted to the school, the personal data collected during the recruitment process will be stored no longer than until the end of the period during which the child attends the school (in accordance with Article 160(1) of the Education Law Act). If the candidate is not admitted, the data will be stored for one year, unless a complaint against the decision of the Principal is filed with an administrative court and the proceedings have not yet concluded with a final judgment—in that case, the data will be stored until the final judgment becomes legally binding.
6. Recipients of your personal data may include entities to which the school has disclosed data, excluding public authorities who may receive data only within specific administrative proceedings. Recipients may include entities supporting the school in carrying out its statutory tasks, in particular those providing IT and legal services.
7. Your personal data will not be transferred to a third country or to an international organization.
8. In accordance with the GDPR, you have the right to:
 - access your personal data and receive a copy of it;
 - rectify (correct) your data if it is incorrect or outdated, and erase it when the processing is not based on legal obligations or public authority;
 - restrict or object to the processing of your data;
 - lodge a complaint with the President of the Personal Data Protection Office (ul. Stawki 2, 00-193 Warsaw, Poland);
 - withdraw your consent to the processing of your personal data if such processing is based on your consent; withdrawal does not affect the lawfulness of processing carried out before the withdrawal.
9. Providing your personal data is voluntary but necessary to apply for admission to the school. Providing data confirming compliance with priority recruitment criteria is voluntary, but necessary to benefit from such criteria.
10. Your personal data will not be used for automated decision-making or profiling.

ⁱ 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) (OJ L 119, 04.05.2016, p. 1; OJ L 127, 23.05.2018, p. 2),

ⁱⁱ . 2), The Act of 14 December 2016 – Education Law (Journal of Laws 2024, item 737, as amended),