WUST Events Privacy Policy

Wroclaw University of Science and Technology (WUST) is the main organizer of conferences and other events. Therefore, when you interact with WUST you are providing personal data about yourself. The kinds of personal data that WUST collects and holds can include name, address, email, phone, membership status, dietary or special access requests, accommodation booking details, credit card information for hotel bookings and any other data required by the event.

This "WUST Events Privacy Policy" is to inform you about when and how WUST may collect your personal data, and what we use it for. It will also provide you with the details you need to let us know if you want us to correct or forget your data.

Administrator's identity

The administrator of Wrocław University of Science and Technology is Rector with headquarter in Wroclaw, Stanisław Wyspiański 27 and he decides about the purposes and methods of personal data processing that you provide.

Contact details of the administrator

The administrator can be contacted via a form and data placed on the website www.pwr.edu.pl/kontakt, or in writing to the address of the administrator's office.

Contact details of the personal data protection oficer

The administrator has appointed a person performing the tasks of the Information Security Administrator and the Personal Data Protection Inspector (IOD), with whom one can contact via the e-mail address: IOD@pwr.edu.pl. The IODs can be contacted in all matters concerning personal data processing and the use of rights related to data processing.

Where you provide us with personal data about someone else

If you provide us with someone else's personal data, you should only do so if you have their authority or consent to provide us with their personal data. You should also take reasonable steps to inform them of the matters set out in this policy.

The purposes for which WUST collects, holds, uses and discloses personal data

WUST receives personal data from its clients for the purpose of marketing the events that WUST manages on behalf of those clients.

WUST also collects, holds and uses personal data for a number of purposes including:

- providing services to you
- to respond to queries made by you
- to keep you informed of the status of a conference or event you have expressed an interest in, or are attending
- providing you with information about other services that we, our related entities and other organisations that we have affiliations with offer, that may be of interest to you
- facilitating our internal business operations, including the fulfilment of any legal requirements
- analysing our services and customer needs with a view to developing new and/or improved services
- to monitor our website performance
- providing your details to a third-party supplier for the purpose of serving you and that you would reasonably expect us to do

WUST will not disclose personal data to any other entity (including overseas third parties). If the event you are attending or plan to attend is outside of European Union and disclosing the data is necessary, we will do our best to ensure that this is done in accordance with regulations guaranteeing a level of protection on a par with that for EU countries. If you do not provide us with the personal data we have requested, we may not be able to complete or fulfil the purpose for which such data was collected, including providing a unique email address for email communications.

The Controller (WUST) does not disclose personal data to third parties with any other purpose than those specified herein, in particular for the purpose of allowing them to send you marketing material. However, we may use and share non-personally-identifiable data (pseudonymized or modified), as well as aggregated data for research, reporting or statistical purposes.

WUST managed websites and privacy

'Cookies' (i.e. small text files placed on your computer when you first visit a website) are used on WUST websites. Most browsers now recognise when a cookie is offered and allow you to refuse or accept it.

Cookies are primarily used to enhance your online experience. If you visit our websites to read or download information, such as research reports or articles, much of the data we collect is statistical only (e.g. the domain from which you accessed the internet, the date and time you accessed our site, and the internet address of the website from which you linked directly to our site) and not personally identifiable. We use such data to make our sites more useful and attractive to you.

In general, you are not required to provide personal data when you visit our websites. However, if you apply to receive information about our services or events, provision of certain personal data will generally be required.

Links to third party websites

Our websites may contain links to third parties' websites. These other websites are not subject to our privacy policy and procedures. You will need to review those websites to view a copy of their privacy policy. WUST does not endorse, approve or recommend the services or products provided on third party websites.

How can you access or correct the personal data about yourself that is held by WUST

You can request access to your personal data, any request for data must be made in writing to WUST. A report will be generated on all data we hold on you, this complies with the new General Data Protection Regulation (GDPR).

As per GDPR, any person whose personal data is processed by WUST as a result of their consent, has the right to be forgotten. Withdrawing the consent does not affect the legality of the processing that occurred prior to the withdrawal. In such case, the data is erased irreversibly.

The right to lodge a complaint to the supervisory authority

You have the right to lodge a complaint to a supervisory authority dealing with personal data protection in a Member State of your habitual residence, place of work or place of an alleged violation occurrence. In Poland, this function is performed by President of the Office for Personal Data Protection (PUODO), whose office is located at: Stawki 2, 00-193 Warsaw, Telephone: 22 860 70 869.

Keeping your details current

If you believe that any personal data WUST has collected about you is inaccurate, not up-to-date, incomplete, irrelevant or misleading, you may request correction in writing and this will be actioned as soon as possible.

Storage and Security

WUST stores personal data electronically and in hard copy and has secure recordkeeping systems. WUST takes all reasonable steps to protect personal data from unauthorised use, access, disclosure and alteration.

WUST may store electronic data on remote servers or in the cloud directly or through contracted agencies.

WUST does not store customer credit or debit card information, we use a third-party provider, which provides a secure online payment gateway solution for credit card processing and an online credit card vault portal for hotel bookings that requires password authentication to obtain credit card details on an individual basis.

Personal data is maintained under strict security and is only to be accessed internally by staff who require access as part of their role or to complete a task. Records containing personal data will be held by WUST until there is no longer a need or obligation to retain such records, after which time they will be anonymised and archived.

Sharing of data

WUST will not disclose personal data to a third-party for any purpose other than the primary purpose of collection of the data unless:

(a) the individual has consented to the use or disclosure of the data; or

(b) there is a reasonable expectation that the entity would share personal data or for a secondary purpose in health or legal enforcement activities.

Applicable law

WUST acts pursuant to GDPR with respect to EU citizens, as well as other persons whose data is processed in the context of controller's operations or provision of services on the territory of EU.

Should you receive from us unsolicited information – if you do not wish to receive further information of this type – please contact us by e-mail or by phone:

- e-mail: ……
- phone: ……

Complaints and concerns regarding the processing of personal data may be addressed to the data controller. WUST reserves the right to require the complaint to be submitted in writing.