

PROJECT PARTICIPANT DECLARATION

AND INFORMATION ON THE PROCESSING OF PERSONAL DATA

ROAD2EU Jean Monnet Module

*"Roadmap for Integrating EU Policies and Strategies on Economic, Social, and Territorial Synergy
in Polish Higher Education through Digital European Studies"*

Full name	
Student ID number	
Institution / programme (if applicable)	

Purpose of this form

This form documents participation in ROAD2EU activities and confirms that the participant has received the information notice on pages 2–3. Optional consent concerning photographs, audio and video is requested separately on page 3.

Participant declaration

- I voluntarily apply to take part in ROAD2EU project activities and confirm that the participant details provided above are accurate.
- I understand that identification and participation data may be processed where necessary to register and administer my participation, communicate organisational information, document attendance, issue certificates, and meet applicable project reporting, audit, archiving and accountability obligations.
- I confirm that I have received and read the information on the processing of personal data on pages 2–3, including information about the controller, purposes and legal bases, recipients, retention, transfers, my rights and the right to lodge a complaint.
- I understand that consent to the recording or publication of my image and/or voice is optional, is not a condition of participation, and may be granted or refused in the separate section on page 3.

Place and date

Participant signature

INFORMATION ON THE PROCESSING OF PERSONAL DATA

This information is provided to participants pursuant to Article 13 of Regulation (EU) 2016/679 (General Data Protection Regulation — GDPR).

1. Controller and contact details

Controller: VIZJA University, ul. Okopowa 59, 01-043 Warsaw, Poland; REGON 017280390; NIP 525-22-08-719; telephone +48 22 536 54 11; e-mail: rektorat@vizja.pl. Requests concerning personal data may also be submitted to zgloszenia@vizja.pl.

2. Purposes, data categories and legal bases

Purpose	Data categories	Applicable GDPR basis
Registration, organisation, communication, attendance records and certificates.	Name, student ID, affiliation/programme, contact and participation records, as applicable.	Art. 6(1)(b), where necessary to administer participation or take steps requested by the participant; and/or Art. 6(1)(f), VIZJA's legitimate interests in effective project administration.
Project management, reporting, monitoring, audit, accounting, archiving and establishment or defence of claims.	Participant, attendance, communication, certificate and supporting project records, as applicable.	Art. 6(1)(c), where required by law or binding funding/reporting obligations; and/or Art. 6(1)(f), legitimate interests in accountability and defence of claims.
Recording and publication of image and/or voice for project communication, dissemination, educational and promotional purposes.	Photograph, video, audio, image, voice and related event information.	Art. 6(1)(a) — only where the participant gives the separate, optional consent on page 3.

3. Is providing data mandatory?

Providing the identification and participation data needed to administer an activity is necessary to participate in that activity and, where applicable, to issue a certificate. Failure to provide such data may make registration, attendance documentation or certification impossible. Providing media consent is entirely voluntary and refusing it does not affect eligibility or participation.

4. Recipients of personal data

Personal data may be disclosed, only where necessary, to authorised VIZJA employees and collaborators; ROAD2EU project personnel and partners involved in the relevant activity; the European Commission, EACEA, auditors or other bodies entitled to verify project implementation; providers supporting IT, Microsoft Teams, hosting, communication, printing, archiving or legal services; and public authorities where disclosure is required by law. Service providers process data under applicable contractual and confidentiality safeguards.

5. Transfers outside the European Economic Area

Use of Microsoft 365, websites, social-media platforms or other service providers may involve access to or processing of personal data outside the European Economic Area. Where such a transfer occurs, VIZJA will rely on a lawful mechanism under Chapter V GDPR, such as an adequacy decision or appropriate safeguards (including standard contractual clauses), as applicable. Publication on the open Internet may make consented material accessible worldwide. Further information is available in VIZJA's Privacy Policy: <https://vizja.pl/en/polityka-prywatnosci/>.

6. Retention

Participation and project-administration records will be kept for the period necessary to implement and document ROAD2EU and for any longer period required by the Grant Agreement, applicable reporting, accounting, archiving or audit obligations, or the limitation period for claims. Data processed solely on the basis of media consent will be used until the consent is withdrawn or the relevant dissemination purpose ends, subject to any overriding legal retention obligation.

INFORMATION ON THE PROCESSING OF PERSONAL DATA — CONTINUED

7. Your rights

Subject to the conditions in GDPR, you may request access to and rectification of your personal data; erasure or restriction of processing; data portability where processing is based on consent or a contract and carried out by automated means; and you may object to processing based on legitimate interests. Where processing is based on consent, you may withdraw that consent at any time. Withdrawal does not affect the lawfulness of processing carried out before withdrawal. Requests may be sent to zgloszenia@vizja.pl.

8. Complaint to the supervisory authority

If you consider that your personal data are processed unlawfully, you have the right to lodge a complaint with the President of the Personal Data Protection Office (Prezes Urzędu Ochrony Danych Osobowych), ul. Stawki 2, 00-193 Warsaw; <https://uodo.gov.pl/>.

9. Automated decision-making

For the purposes described in this notice, no decision producing legal effects or similarly significantly affecting a participant is intended to be made solely by automated means. No profiling is intended for these purposes.

OPTIONAL MEDIA CONSENT

Please make a separate choice for each purpose. Refusing or later withdrawing either consent does not affect participation in ROAD2EU activities.

A. I consent to photographs, audio and/or video recordings of me being made during ROAD2EU activities.

YES ☐ **NO** ☐

B. I consent to the use and publication of the recordings selected above on ROAD2EU and VIZJA websites, social-media channels, project reports, educational materials and promotional materials for project communication and dissemination.

YES ☐ **NO** ☐

Consent may be withdrawn at any time by contacting zgloszenia@vizja.pl. Withdrawal applies to future use under VIZJA's control and does not affect processing already carried out lawfully before withdrawal.

Place and date

Participant signature for optional consent choices