………… *(place)*, on…….…… *(date)*

………………..……………………………………

*name and surname of the person granting the authorisation*

*…………………………………………..……………*

*serial number and number of the identification document, valid until (date)* ………………..……………………………………

*address of residence*

**AUTHORISATION**

I, the undersigned, hereby authorise Ms / Mr

……………………………………………………………………………………………………………………………………………………………

the bearer of the following identification document:

serial number, and ID number ………………………..…………………………………………………………………………………

issued on ……………………..…………………………………………………………………………… *(date)*

to collect the following documents on my behalf[[1]](#footnote-1):

[ ]  Certificate of student status

[ ]  “Transcript of records” certificate (listing all completed courses)

[ ]  Grade point average certificate

[ ]  Certificate of the completion of studies.

……..……………………………….....

*handwritten, legible signature of the person granting the authorisation*

*I accept the above authorisation:*

……..……………………………….....

*date and signature of the authorised person*

**PERSONAL DATA PROCESSING INFORMATION CLAUSE**

Pursuant to the Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Regulation on data protection – hereinafter GDPR) of 27 April 2016 (Journal of Laws EU L 2016, No. 119), we would like to inform you that:

1. The administrator of your personal data is the Cracow University of Economics (CUE) with headquarters in Kraków, at Rakowicka 27, 31-510 Kraków (hereinafter: the “Administrator”);

2. Contact details to the Data Protection Officer are: iod@uek.krakow.pl, phone (12) 293 75 90;

3. Your personal data will be processed for the purpose of the operations included in the present authorisation based on Articles 32-33 of the Act of 14 June 1960 – Administrative Code, in connection with Article 6 clause 1 section 1c of the GDPR;

4. Your personal data will be processed for the duration of the course of study of the person granting the authorisation, and then the data will be archived and stored for a period of 50 years;

5. Your personal data may be shared with relevant recipients, in particular, with third parties providing services to the Administrator in the scope of IT or legal services, as well as entities authorized to control the Administrator’s activity and entities entitled by law to access the data in question;

6. You have the right to request from the Administrator the access to your personal data, in order to rectify it, to delete it, or to limit its processing – in cases and on the terms specified in the provisions of the GDPR;

7. You have the right to object to the processing of your personal data – is special situations according to Article 21 of the GDPR;

8. You have the right to lodge a complaint with the supervisory body – the President of the Personal Data Protection Office;

9. It is a statutory requirement for you to provide your personal data. You are obliged to provide it, and the failure to provide the data in question will result in preventing you from carrying out the operations included in the present authorisation.

*I hereby confirm to have read and taken note of the above information.*

………………..……………………………..…… ...………………………..………………………

*Place, date Signature of the authorised person*

1. Mark as appropriate, cross out if not applicable [↑](#footnote-ref-1)