

Announcement of the Rector of Lazarski University  
of 26 June 2019  
concerning authentication of documents of education  
and the processing of personal data

Taking into account the provisions of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, we shall limit the risk of giving access to personal data that are processed at Lazarski University to unauthorised persons and entities.

The provisions that we shall comply with do not let us provide information about our graduates at the request of whichever third parties.

Lazarski University diplomas that are issued based on adequate regulations confirm that their holders acquiring education at our University have necessary qualifications. We do not verify information concerning persons who studied at Lazarski University.

The University does not provide information unless a student or a graduate directly requests it in person. The University does not give opinions, references etc.

At a student's request the University issues an adequate certificate concerning the course and completion of studies. At the same time, the University shall exercise the right to verify the identity of a person who requests the certificate. An application can be submitted directly at the University or by post, or electronic post sent from the applicant's address that the University knows from his/her personal files, or via the Internet. The applicant should attach his/her consent to process their personal data to the application to confirm their education, the specimen of which is in the annexe hereto.

In order to submit an application via the Internet, a graduate shall found the so-called confident account at [obywatel.gov.pl](http://obywatel.gov.pl). Next they should select 'edukacja' [education] and after that 'Uzyskaj zaświadczenie o przebiegu lub ukończeniu studiów' [Obtain a certificate of the course or completion of studies]. There is all necessary information about this application submission procedure on the website. An applicant should follow the instruction.

We also inform that documents to be used in legal transactions abroad shall be authenticated at the request of the University graduate concerned in the Polish National Agency for Academic Exchange, in accordance with Article 2 par. 3 (5) Act of 7 July 2017 on the National Agency for Academic Exchange (NAWA) and Article 163 par. 4 Act of 20 July 2018: Law on higher education and science (Journal of Laws 1668, as amended). On 1 February 2018 NAWA Director started authenticating the following documents:

1. University diplomas with supplements, copies of those documents and their duplicates in a foreign language;
2. Certificates of post-graduate studies completion and their duplicates;
3. Confirmation of study and post-graduate study completion.

Verification by NAWA consists only in authentication of documents concerning study completion. NAWA does not possess data concerning the course of studies of a given person. More information is available at NAWA website: [nawa.gov.pl](http://nawa.gov.pl).

RECTOR  
of Lazarski University

dr hab. Maciej Rogalski

### Education verification consent form

.....

(Given name and surname)

.....

(Student's register No.)

I hereby give consent to Lazarski University based in Warsaw, postcode 02-662, at 43 Świeradowska Street, to process my personal data including:

- date of birth
- study period (date of start/completion)
- vocational title conferred
- diploma mark obtained (study result)
- Faculty
- field of study

(Please indicate which data are to be made available)

in accordance with Article 6 par. 1 (a) GDPR in order to verify my education for the needs of the company:

.....

(Name of the entity requesting verification)

.....

(Place and date)

.....

(Signature)

I have been informed that:

- (1) Lazarski University based in Warsaw, postcode 02-662, 43 Świeradowska Street, is the controller of my personal data.
- (2) The controller has appointed a data protection officer available on [iod@lazarski.edu.pl](mailto:iod@lazarski.edu.pl).
- (3) My personal data shall only be processed for the purpose of my education verification.
- (4) Article 6 par. 1 (a) GDPR constitutes the legal basis for the processing of my data.
- (5) The controller shall retain my personal data for a period necessary to perform the above-mentioned tasks or until the withdrawal of the consent given.
- (6) The recipients of my data may only include entities authorised to have access to personal data in accordance with the provisions of the law, authorised employees and entities who the controller requested and commissioned to process data, e.g. programme providers, hosting businesses or companies destroying documents.
- (7) My personal data shall not be subject to automated processing and profiling.
- (8) I shall have the right to demand that the controller give me access to my personal data, the right to rectification, the right to erasure, the right to restriction of processing at any time, the right to data portability, and the right to withdraw my consent at any time with no effect on the lawfulness of the processing conducted before the withdrawal of this consent.
- (9) I shall have the right to complain to a supervisory authority: the President of the Personal Data Protection Office.

(10) The provision of personal data is voluntary, however, necessary in order to perform the tasks for which they are collected.

(11) My personal data shall not be made available to a third country/international organisation unless this is required due to the controller's legal obligations.