**Appendix no. 1 to the Contract: Personal Data Application Form**

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| **RECRUITMENT FORM FOR NEW STUDY MAJORS** |
| **Project no. POWR. 03.05.00-00-Z033/17-00 entitled "Success by Nature – a Complex Program for Increasing the Quality of Managing the Education Process and the Quality of Teaching at the Warsaw University of Life Sciences"** |
| **BASIC DATA (PLEASE COMPLETE THE FORM ON A COMPUTER)** |
| FIRST NAME/NAMES |  |
| LAST NAME  |  |
| PESEL |  |
| GENDER |  Woman Man |
| AGE |  |
| HIGHER EDUCATION(ISCED-International Standard Education Classification) |  post-secondary (ISCES4) secondary (ISCED 3) higher (ISCED 5-8) |
| FACULTY |  |
| STUDY MAJOR |  |
| YEAR/SEMESTER |  |
| FORM  |  full time part time |
| STUDENT CARD NO. |  |
| **PLACE OF RESIDENCE/CONTACT DATA** |
| COUNTRY |  |
| VOIVODESHIP |  |
| COUNTY |  |
| COMMUNE  |  |
| TOWNSHIP  |  |
| STREET |  | BUILDING NO. |  |
| PREMISES NO. |  |
| POSTAL CODE |  |
| CONTACT TELEPHONE |  |
| E-MAIL ADDRESS |  |
| **LABOR MARKET STATUS AT THE TIME OF RECRUITING FOR THE PROJECT** |
| Out of the labor force, including a student |  Yes No |
| Employed |  government administration employee local government administration employee non-governmental organization employee  MSMEs employee large company employee self-employed other |
| Exercised profession |  vocational education teacher general education teacher pre-school education teacher higher education institution employee labor market institution employee health care system institution employee, farmer  social aid and integration institution key employee family and foster care support system institution employee social economy support center employee psychological - pedagogical counseling facility employee vocational education practice instructor other none  |
| Employer company/institution name |  |
| Employment time |  |
| Employment form |  |
| **PROJECT PARTICIPATION STATUS AT THE TIME OF JOINING THE PROJECT** |
| Member of a national or ethnic minority, immigrant, foreigner | 🞏 Yes No🞏🞏 I refuse to provide information |
| Homeless or excludedfrom access to housing | 🞏 Yes No🞏 |
| A person with disabilities | 🞏 Yes No🞏🞏 I refuse to provide information |
| A person in a household without employed members | 🞏 Yes No🞏 |
| including: in a household with dependent children | 🞏 Yes No🞏 |
| A person living in a household consisting of an adult and dependent children  | 🞏 Yes No🞏 |
| A person in other adverse social situations (other than the above) | 🞏 Yes No🞏🞏 I refuse to provide information |

**STATEMENTS:**

1. I, the undersigned, report my participation in Project no. POWR.03.05.00-00-Z033/17 entitled "Success by Nature – a Complex Program for Increasing the Quality of Managing the Education Process and the Quality of Teaching at the Warsaw University of Life Sciences" The project is co-financed from the funds of the European Social Fund within Priority Axis III - Higher Education for the Economy and Development, Action 3.5 Complex Schemes for Higher Education Schools from the Education Knowledge Development Operational Program for the years 2014-2020, hereinafter referred to as the Project, being implemented by the Warsaw University of Live Sciences.
2. I hereby declare that I have become acquainted with the Training Regulations and I fulfill the criteria specified there for the eligibility to participate in the Project.
3. I hereby declare that I have been informed that the Project is co-financed by the European Union
within the funds of the European Social Fund.
4. I hereby declare that the data included in this form are true, I am aware of the penal liability according to Article 233 § 1 of the Penal Code for untrue statements or for withholding the truth.

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**Place and Date Project Participant's Legible Signature**

**Appendix no.2 to the Contract**

**PROJECT PARTICIPANT'S STATEMENT**

(information requirement implemented in connection with Article 13 and Article 14 of the Regulation of the European Parliament and the Council (UE) 2016/679

In connection with joining the project entitled "Success by Nature – a Complex Programme for Increasing the Quality of Managing the Education Process and the Quality of Teaching at the Warsaw University of Life Sciences" no. POWr. 03.05.00-00-Z033/17, I accept that:

1. The Controller of my personal data is the minister competent for the regional development, serving as the Managing Institution for the Knowledge Education Development 2014-2020 Operational Programme, having a seat at ul. Wspólna 2/4,00-926 Warsaw.
2. My personal data are processed lawfully and according to the requirements mentioned in Article 6 section 1 letter c, and Article 9 section 2 letter g of the Regulation of the European Parliament and the Council (UE) 2016/679 – the personal data is necessary to implement the Knowledge Education Development 2014-2020 (PO WER) Operational Programme based on:
	1. with regard to the "Knowledge Education Development Operational Programme" collection:
3. the Regulation of the European Parliament and the Council (EU) no. 1303/2013 of
17 December 2013 establishing common regulations concerning the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for the development of Rural Areas, and the European Maritime and Fishery Fund, and establishing general provisions concerning the European Regional Development Fund, the European Social Fund, the Cohesion Fund, and the European Maritime and Fishery Fund, and repealing the Regulation of the Council (EC) no. 1083/2006 (Official Journal. EU L 347 of 20.12.2013, p. 320, as amended),
4. Regulation of the European Parliament and the Council (EU) no. 1304/2013 of
17 December 2013 on the European Social Fund, and repealing Regulation of the Council (EC) no. 1081/2006 (Official Journal EU L 347 of 20.12.2013, p. 470, as amended),
5. of the Act of 11 July 2014. on the terms of implementing Programmes related to the cohesion policy financed in the financial perspective of 2014–2020 (Journal of Laws of 2017 item 1460, as amended);
	1. with regard to the "Central Data Communication System Supporting the Implementation of Operational Programmes" collection:
6. the Regulation of the European Parliament and the Council (EU) no. 1303/2013 of
17 December 2013 establishing common regulations concerning the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for the development of Rural Areas, and the European Maritime and Fishery Fund, and establishing general provisions concerning the European Regional Development Fund, the European Social Fund, the Cohesion Fund, and the European Maritime and Fishery Fund, and repealing Regulation of the Council (EC) no. 1083/2006,
7. Regulation of the European Parliament and the Council (EU) no. 1304/2013 of
17 December 2013 on the European Social Fund, and repealing Regulation of the Council (EC) no. 1081/2006,
8. of the Act of 11 July 2014. on the terms of implementing Programmes related to the cohesion policy financed in the financial perspective 2014–2020 (Journal of Laws of 2017 item 1460, as amended),
9. of Executive Regulation of the (EU) Commission no. 1011/2014 of 22 September 2014. establishing detailed executive regulations to Regulation of the European Parliament and the (EU) Council no. 1303/2013 with regard to the models for submitting specific information to the Commission, and detailed regulations concerning information exchange between beneficiaries and managing institutions , certifying, auditing, and intermediating institutions (Official Journal UE L 286 of 30.09.2014, page 1).
10. My personal data will be processed solely for the purpose of implementing the project entitled **"Success by Nature – a Complex Programme for Increasing the Quality of Managing the Education Process and the Quality of Teaching at the Warsaw University of Life Sciences", in particular to verify the eligibility of any expenses, of providing any support, monitoring, evaluating, inspecting, auditing , and reporting, and of information and promotional actions within PO WER.**
11. My personal data have been entrusted to be processed to an Intermediary Institution - the National Research and Development Center based at ul. Nowogrodzka 47a, 00-695 Warsaw, to the beneficiary who implements the Programme - the Warsaw School of Life Sciences based at ul. Nowoursynowska 166,02-776 Warsaw, and to entities which, ordered by the beneficiary, participate in implementing the Project – NOT APPLICABLE (name and address of the aforementioned entities). My personal data may be transferred to entities that implement evaluation research ordered by the Managing Institution, the Intermediary Institution, or the beneficiary. My personal data can also be entrusted to specialized companies that implement, ordered by the Managing Institution, the Intermediary Institution, and the beneficiary, inspections and audits within PO WER.
12. Provision of the data is a necessary precondition for receiving the support, and refusal to provide it means that there is no option of providing any support within the Project.
13. Within 4 weeks after the end of my participation in the Project, I'll provide the beneficiary with the data on my status on the labor market, and the information on my participation in any education or training, and on obtaining any qualifications or acquiring competences.
14. Within three month after the end of my participation in the Project, I will make the data on my status on the labor market available.
15. In order to verify the eligibility of any expenses in the Project, my personal data, such as my first name (names), last name, PESEL, project no. , the date of starting my participation in the Project, the date of ending my participation in the Project, may be processed within the "ZUS Personal Data" collection, which is controlled is the minister competent for regional development. My personal data are processed lawfully and according to the requirements mentioned in Article 6 section 1 letter c, and Article 9 section 2 letter g of Regulation of the European Parliament and the Council (UE) 2016/679 – the personal data is necessary to implement the Knowledge Education Development 2014-2020 (PO WER) Operational Programme based on:[[1]](#footnote-1)
	1. the Regulation of the European Parliament and the Council (EU) no. 1303/2013 of
	17 December 2013 establishing common regulations concerning the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for the development of Rural Areas, and the European Maritime and Fishery Fund, and establishing general provisions concerning the European Regional Development Fund, the European Social Fund, the Cohesion Fund, and the European Maritime and Fishery Fund, and repealing Regulation of the Council (EC) no. 1083/2006,
	2. Regulation of the European Parliament and the Council (EU) no. 1304/2013 of
	17 December 2013 on the European Social Fund, and repealing Regulation of the Council (EC) no. 1081/2006,
	3. of the Act of 11 July 2014. on the terms of implementing Programmes related to the cohesion policy financed in the financial perspective 2014–2020 (Journal of Laws of 2017 item 1460, as amended),
	4. the Act of 13 October 1998 on the social insurance system (Journal of Laws 2017 item 1778, as amended).

My personal data have been entrusted to be processed to an Intermediary Institution - the National Research and Development Center based at ul. Nowogrodzka 47a, 00-695 Warsaw, to the beneficiary who implements the programme - the Warsaw School of Life Sciences based at ul. Nowoursynowska 166, 02-776 Warsaw, and to entities which, ordered by the beneficiary, participate in implementing the Project - NOT APPLICABLE (the name and address of the aforementioned entities). My personal data may be transferred to entities that implement evaluation research ordered by the Managing Institution, the Intermediary Institution, or the beneficiary. My personal data can also be entrusted to specialized companies that implement, ordered by the Managing Institution, the Intermediary Institution, and the beneficiary, inspections and audits within PO WER.

1. My personal data will not be transferred to any third state or any international organization.
2. My personal data will be subject to automated decision making.
3. My personal data will be stored until the settlement of the Knowledge Education Development 2014 -2020 Programme, and the end of documentation archiving.
4. I can contact the Data Protection Officer by sending a message to the e-mail address: iod@miir. gov.pl
5. I have the right to submit a complaint to the supervisory body, which is the President of the Personal Data Protection Office.
6. I have the right to access the content of my data and to correct, remove it, or restrict its processing.

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| …..……………………………………… | …………………………………………… |
| *PLACE AND DATE* | *PROJECT PARTICIPANT'S LEGIBLE SIGNATURE* |
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**[[2]](#footnote-2)**

**Dictionary of terms used in the application form:**

**Persons being out of the labor force are persons who at a given moment are not included in the workforce resources (i.e. they don't work and are not unemployed). Persons being out of the labor force are, among others, students.**

**Students - a person who participates in any formal education.**

**An employed person is a person aged 15 or older, who performs work, for which they receive remuneration, from which they derive profits or family benefits, or an employed or self-employed person, who has been temporarily out of work due to e.g. a disease, a leave, a labor dispute, education, or training.**

**A member of a national or ethnic minority, an immigrant, a foreigner: foreigners permanently living in a given country, foreign citizens, or citizens belonging to a minority. Pursuant to**
the national law, the national minorities are: Belarusian, Czech, Lithuanian, German, Armenian, Russian, Slovak, Ukrainian, Jewish. **Ethnic minorities: Karaites, Lemkos, Romani, Tatar. Foreigners are - each person who is not a Polish citizen, regardless of being or not being a citizen of another country (countries), or a person, at least one parent of whom was born outside the area of Poland**

**A homeless or a person excluded from access to housing: according to the European ETHOS typology for homelessness and housing exclusion, which indicates the circumstances of living homeless, or of the extreme form of housing exclusion:**

1. Without any shelter (persons living in extremely harsh and alarming conditions)

2. Without a place of residence (persons living in shelter homes for the homeless, in shelter homes for women, in shelter homes for immigrants, persons leaving correctional/penal facilities/hospitals, care facilities, persons receiving long-term support due to homelessness - specialized supported accommodation)

3. Unreliable accommodation (persons living in uncertain rented places with an eviction warrant, persons exposed to violence)

4. Unsuitable housing conditions (temporary structures, substandard apartments - premises unfit for residence according to the national standard, extreme overcrowding).

Adults living with their parents should not be included in the indicator, unless all these persons are homeless or they live in unsuitable and dangerous conditions.

**A disabled person, as defined by the Act of 27 August 1997 on Professional and Social Rehabilitation and Employment of the Disabled (Journal of Laws of 2011 No 127, item 721, as amended) and a person with mental disorders, referred to in the Act of 19 August 1994. on Mental Health Care (Journal of Laws 1994 no. 111, item 535), i.e. a person with a proper diagnosis or another document attesting their health condition.**

**A person in a household without employed members, including: in a household
with dependent children:**

A household without employed members - a household, where none of the members works; all the members are either unemployed, or not in the workforce.

Dependent children are persons aged 0-17 and 18-24, who are not in the workforce and live
with a parent. The age of the children is counted from the date of their birth and determined on the day of the participant joining the Project. An adult is a person older than 18. The age of the participants is counted from the date of their birth and determined on the day of them joining the Project.

**A person living in a household consisting of an adult and dependent children:**

A household is an (economic, social) unit:

- having common liabilities, sharing domestic expenses or daily needs, and living together.

An adult is a person older than 18.

Dependent children are persons aged 0-17 and 18-24, who are not in the workforce and live with a parent. The age of the children is counted from the date of their birth and determined on the day of the participant joining the Project. An adult is a person older than 18. The age of the participants is counted from the date of their birth and determined on the day of them joining the Project.

**A person in other adverse social situations:**

- people at the ISCED 0 level of education (which shall be understood as not completing the ISCED 1 level) being older than the age typical for completing the ISCED 1 level,

- ex-convicts,

- drug addicts,

- homeless persons or those excluded from access to accommodation,

- people from rural areas.

1. Processing personal data within the personal data collection from ZUS refers to a situation, when a project support contract has been concluded with a beneficiary through the Ministry of Family, Labor, and Social Policy or the Provincial Labor Office. [↑](#footnote-ref-1)
2. \*In the case when a minor's participation is declared, the declaration should be signed by their legal custodian. [↑](#footnote-ref-2)