*Annex 1 to Order no 160 of the NCU Rector*

*of October 28, 2019*



**ENROLLMENT FORM**

**Please enroll me in .............................................................................................................................................................**

(name of the form of learning)

**Participant details**\***:**

**First name(s) and last name**

**PESEL** (personal identification number)

**Date and place of birth**

**Place of residence**

|  |  |  |
| --- | --- | --- |
| **Contact phone number** | **E-mail address** |  |
|  |  |  |

\* Please read the information on the processing of personal data on the back of the form.

**Selection of the fee payment system**\*\***:**

I hereby declare that I shall pay\*\*\*:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| a one-off fee |  | a semester fee  |  | a monthly fee |

* selection of the fee payment system should be made if at least 2 fee payment systems have been defined/specified for the form of learning
* please tick as appropriate

If the fee payment system is not selected, the fee is deemed to be paid on a one-off basis.

*I declare that I have read and I accept the Rules for other forms of learning at the Nicolaus Copernicus University in Toruń available at www.umk.pl.*

|  |  |
| --- | --- |
| *…………………………….............................* | *…………………………………………………….* |
| *(place and date)* | *(signature of the Participant)* |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Invoice request**  | **YES** | **NO** |
| **Invoice information – service purchaser:** |  |
|  |  |  |  |
| **First and last name or** **business/institution name** |  |  |
|  |  |  |
|  | **street** |  |  |
| **Adres** |  |  |  |
| **postcode** |  |  |
|  |  |  |
|  |  |  |  |
|  | **city** |  |  |
|  |  |  |  |
| **NIP (**tax identification number) |  |  |  |
|  |  |  |  |
| **Comments:** |  |  |  |
|  |  |  |  |

 I declare that the above-mentioned form of learning is financed in 100% from public funds and has the character of vocational training or is used for professional retraining.

 I declare that the above-mentioned form of learning is financed in 70% from public funds and has the character of vocational training or is used for professional retraining.

I hereby authorize the Nicolaus Copernicus University in Torun:



to hand the invoice over to the Participant,

 to send the invoice by post to the company/institution business address

…………………………………………………….

(stamp of the employer)

(date and signature of the authorised person)

**Information on the processing of personal data**

Pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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, hereinafter referred to as GDPR (*pl RODO*), please be informed that:

1. The controller of your personal data shall be the Nicolaus Copernicus University with its registered office at Gagarina 11, 87-100 Toruń (hereinafter: the University).
2. Your data, obtained in connection with your use of other forms of learning, shall be processed for the purpose of complying with the legal obligations of the University (art. 6.1(c) GDPR) and in the legitimate interests of the administrator of personal data (art. 6.1(f) GDPR), including:
3. fulfilling tax obligations,
4. placing you on the list of participants,
5. opportunity to contact you,
6. providing an educational process.
7. In case of making fee payments via a bank or a payment institution, we will come into possession of your data in the form of a bank account number (account), which we will process for purposes related to the performance of the contract or for the legitimate interests of the University.
8. You have the rights which will be exercised upon your application:
9. Request to access personal data and subject to legal provisions: the right to rectify such data,
10. Request to remove or restrict your data processing,
11. Objection to data processing,
12. Transfer of personal data processed in IT systems to another controller.
13. Your personal data is necessary for the purpose specified in point 2(a) and 2(b); failure to provide such data shall prevent the conclusion or performance of the contract.
14. You have the right to lodge a complaint with the President of the Office for Personal Data Protection.
15. Your personal data may be made available to public administration bodies, courts, judicial officers with regard to situations provided for under the law as well as to entities with which the University cooperates in the field of debt collection and legal services.
16. As on the date your personal data is collected, we do not plan to transfer your personal data outside the EEA (including the European Union, Norway, Liechtenstein and Iceland), subject to the possibility of such transfer in the future of which you shall be informed in good time.
17. You shall not be subject to automated decision-making activities nor shall you be subject to automated profiling.
18. If you wish to contact the University in matters relating to the processing of personal data, in particular in connection with the application for exercising your rights, please contact at:

e-mail: iod@umk.pl or

Uniwersytet Mikołaja Kopernika w Toruniu ul. Ul. Gagarina 11,

87-100 Toruń, with the note "IOD".