
Poznan, dated.....2021

.....
(name and surname of a candidate for studies)

.....
(home address)

.....
(contact phone number)

POWER OF ATTORNEY

I hereby,, the holder of an **identity card / passport***, series and number authorise **Harme Educational Consultants Co.,Ltd.** , registered under Thailand Department of Business Development With a Registration Number of **0825564000326** to represent me in the enrolment procedure at Collegium Da Vinci in Poznan in the academic year 2021/2022.

This power of attorney shall specifically provide the authorisation for:

- 1) the delivery of the secondary school-leaving certificate/university graduation diploma and other additional documents required from a person qualified for enrolment,
- 2) the receipt of all documents related to the commencement of studies, including decisions issued during the enrolment process.

.....
(signature of the person granting the authorisation)

Information clause in the process of submission of documents on behalf of the candidate for studies

Pursuant to the Regulation (EU) of the European Parliament and of the Council 2016/679 of 27 April 2016 on the protection of natural persons 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 we would like to inform you that:

- 1. The controller of your personal data is Collegium Da Vinci with the registered office at ul. Kutrzeby 10, 61-719, Poznan
Address for correspondence: ul. Kutrzeby 10, 61-719 Poznan, phone: +48 61 271 10 00, e-mail address: info@cdv.pl*
- 2. The personal data controller has appointed the Data Protection Inspector who supervises the correctness of personal data processing and who can be contacted via e-mail: iod@cdv.pl or by writing to the following address: ul. Kutrzeby 10, 61-719 Poznan.*
- 3. Your personal data will be processed in order to submit the documents required in the enrolment procedure on behalf of the candidate for studies and in order for Collegium Da Vinci to fulfil its legal obligations. The basis for the personal data processing is art. 6(1)(c) of the GDPR. The legal obligations arise from the Higher Education and Science Act (Journal of Laws 2020.85 as amended) and the implementing acts and internal regulations of Collegium Da Vinci issued on its basis.*
- 4. Your personal data will be processed for a period of 6 months after the completion of the enrolment procedure, and in the case of admission of the candidate for studies - in accordance with the course of studies, and then they will be subjected to archiving and stored for a period of 50 years;*
- 5. Your personal data may be shared with suitable recipients, especially institutions authorised to control the activity of the controller, or entities authorised to obtain personal data pursuant to separate provisions of law.*
- 6. The recipients of your personal data will also include providers which render services related to technical solutions and organisation management to the Controller, and also the entities which render legal and consulting services and entities that provide assistance to the Controller in pursuing due claims.*
- 7. The provision of data is voluntary, however in the event of failure to provide them, you will not be able to represent the candidate in the enrolment procedure;*
- 8. You have the right to:*
 - a) rectify your incorrect data*
 - b) demand the erasure of your data (the right to be forgotten) in the event of occurrence of circumstances provided for in art. 17 of the GDPR;*
 - c) demand restrictions in the processing of your data in the cases referred to in art. 18 of the GDPR;*
 - d) object to the processing of your data in the cases referred to in art. 21 of the GDPR;*
 - e) transfer the provided data, processed in an automated manner.*
- 9. Your personal data will neither be subject to profiling nor will they be transferred to countries outside the European Economic Area.*
- 10. You have the right to lodge a complaint with the President of the Office for Personal Data Protection, if you claim that your personal data are not processed in compliance with the applicable legal regulations.*

I have familiarised myself with and acknowledge the aforementioned information

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(Data, signature of the person authorised to submit documents)