*Annex no. 2 to the Regulations on business trips abroad*

………………………………………………………..

(name of UG organisational unit)

**CONTRACT**

**for a foreign posting for a student of Doctoral Studies**

**no. ………/………/……..**

concluded on (date) …………………………… between:

Institute/Department of ……………………………………….……………………………………………………

of the University of Gdańsk, represented by:

………………………………………………………………… acting on the basis of authorisation from the Rector, hereinafter referred to as the ***Contracting party,***

and

a doctoral student of the University of Gdańsk ………………………………………………………………., holding identity card no. ……………………….. issued by ……………………………….

residing at (address) \_\_-\_\_\_ …………………………………, …………… (street) , …………. (house no.)

hereinafter referred to as the ***Contractor***

which reads as follows:

**§1**

The *Contractor* undertakes to travel abroad in order to complete the following assignment:

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

to (country): ……………………………………… to ( town/city):……………………….………………….

between ………………………………………………… and ………………………………..……… (dates)

means of transport \* : …………………………………………………….…………………

For completing the assignment the *Contractor* is entitled to reimbursement of costs in accordance with the provisions of the Regulation of the Minister of Labour and Social Policy on Amounts Payable to an Employee of a State or Local Governmental Budgetary Unit for Official Travel Abroad (Journal of Laws 2013, item 167) and of the Decree of the Rector regarding the Regulations on business trips abroad, and should the *Contractor*’s private car be the indicated means of transport also with the provisions of the Decree of the Rector no. 68/R/21 on the conditions of determining and the rules for the reimbursement of costs of using passenger cars which are not UG property for business purposes.

The business trip should be settled at the Academic Activity Section (Research Office) within fourteen days from the day of return.

**§ 2**

The Contract has been drawn up in two identical copies, one for each of the Parties.

…………………………………………… ……………………………………………

Contracting party Contractor

**Civil law contracts information clause:**

According to the Regulation (EU) 2016/679 of the European Parliament and of the Council 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”, the University of Gdańsk would like to inform you that:

1. The Controller of the Contractor’s personal data obtained for the purposes of concluding and implementing this contract (hereinafter: personal data) is the University of Gdańsk, 80-309 Gdańsk, ul. Jana Bażyńskiego 8.

2. The Controller has appointed a Data Protection Officer who may be contacted by phone at (58) 523 31 30 or by e-mail at: iod@ug.edu.pl. The Data Protection Officer may be contacted in all matters regarding the processing of personal data and the exercising of rights connected with the processing.

3. The personal data will be processed for the purposes of concluding and implementing this contract as well as fulfilling the rights and obligations arising from mutual commitments.

4. The legal basis for the processing of personal data is Article 6 section 1 letter b of the GDPR, with the processing being necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract, and Article 6 section 1 letter c of the GDPR, with the processing being necessary for compliance with a legal obligation to which the Controller is subject.

5. The personal data will be processed by authorised personnel on behalf of the Controller solely for the purposes referred to in section 3.

6. The personal data will be stored for the period necessary to meet the objectives specified in section 3 as well as to fulfil the obligation to retain documentation resulting from the provisions of law. Moreover, the Controller reserves the right to store personal data for the period necessary to establish, pursue or defend possible claims but no longer than outside their limitation period.

7. Provision of personal data is voluntary but necessary for the conclusion and implementation of this contract.

8. Under the terms of the GDPR the *Contractor* has the right to:

a. access data,

b. rectify data, should it be inaccurate,

c. erase data, restrict its processing, and the right to data portability – in cases laid down by law,

d. object to the processing of data,

e. lodge a complaint with a supervisory authority – President of the Personal Data Protection Office, should he or she consider that the processing of his or her data infringes personal data protection regulations.