

**ZAŁĄCZNIK NR 5**  
do Regulaminu studenckich praktyk zawodowych  
**ATTACHMENT NO. 5**  
to students' practical placement Regulations

.....  
(stamp of the University's basic unit)

Dated on ..... in Gliwice

**AGREEMENT No. ....**  
**on the organization of practical placement**

On ..... between Silesian University of Technology, hereinafter referred to as 'the University',  
represented by .....  
and .....  
hereinafter referred to as 'the Workplace', represented by .....  
.....,  
the agreement was concluded for a period from ..... to ..... as follows:

§ 1

The University directs the following students to the Workplace for practical placement:

No	Student's name	Student register number	Period of placement from ÷ to	Remarks

§ 2

1. The practical placement is unpaid.
2. The Workplace may conclude an agreement with the student for the duration of the practical placement. Detailed terms of the agreement, including any salary, are specified by the parties to this agreement.
3. The University does not cover the costs incurred by students and the Workplace related to the organization and implementation of the practical placement.
4. The University shall not be liable for damages caused by students in the Workplace.

## § 3

1. The Workplace undertakes to provide necessary conditions for the practical placement and in particular to:
  - 1) appoint a Workplace Tutor,
  - 2) provide appropriate worksite and tools in line with the practical placement programme,
  - 3) familiarize students with applicable regulations at the Workplace, in particular with work regulations, health and safety regulations at work, as well as the provisions on protection of classified information and the protection of personal data,
  - 4) provide students with safe and healthy working conditions as well as necessary protective clothing and footwear, as well as protective measures provided for in health and safety regulations at work,
  - 5) enable students to perform their practical tasks resulting from the practical placement programme independently and to supervise the executions of these tasks,
  - 6) issue a certificate 'Confirmation of the practical placement' and accept documentation on the practical placement written by students.
2. The Workplace shall allow the University to carry out an initial inspection of the place of practical placement as well as evaluation of the practical placements in consultation with the Workplace Manager. A negative result of the initial inspection or evaluation of the practical placements sets the ground for termination of the agreement by the University.

## § 4

The Workplace may request that the University dismiss the student from the practical placement if he/she violates the regulations of the Workplace. If the violation caused a threat to life, health or property of significant value, the Workplace may not allow to continue the practical placement by the student and shall notify the Field Tutor for practical placements.

## § 5

1. The University undertakes to supervise the educational and organizational aspects of the practical placement.
2. Field Tutor for practical placements, as the University representative, supervises students underdoing the practical placement, is responsible for the practical placement implementation in accordance with its programme and is authorized to settle, together with the Workplace Tutor, all issues related to the course of the practical placement.

## § 6

Students are required to have a valid accident insurance.

## § 7

1. Each party to the Agreement declares that is the Administrator of personal data within the meaning of Regulation of the European Parliament and the Council (EU) 2016/679 dated on 27 April 2016 on the protection of individuals in connection with the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (general regulation on data protection), hereinafter referred to as the GDPR, with regard to personal data of persons indicated in the Agreement.
2. Personal data of persons referred to in section 1, will be processed by the Parties only for the purpose and scope necessary to perform the tasks related to the implementation of the concluded Agreement.
3. The Parties undertake to protect personal data made available to each other in connection with the performance of the Agreement, including the implementation and application of technical and organizational measures ensuring an appropriate level of security of personal data in accordance with the law, in particular with the Act on the protection of personal data, dated on 10/05/2018 [i.e. Journal Of Laws of 29 September 2019, item 1781] and the provisions of Regulation of the European Parliament and of the Council (EU) 2016/679 , dated on 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 (general regulation on data protection).  
The parties fulfilled the information obligation resulting from articles 13 and 14 GDPR.

## § 8

This agreement has been drawn up in four copies: two in English and two in Polish (one English and one Polish copy for each side to the agreement).

**Attachments:**

1. The practical placement programme
2. Confirmation of the completion of the practical placement (form)

.....  
(signature of Rector's Representative  
for practical placements)

.....  
(signature of Field Tutor for practical  
placements)

.....  
(signature of the Workplace Manager  
or authorized person)

**INFORMATION SECURITY AND PRIVACY POLICY****I. Legal basis**

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 (General Data Protection Regulation) effective in Poland from May 25, 2018. Act of May 10, 2018 on the protection of personal data (Journal of Laws 2018, item 1000).

**II. Administration of the data**

The administrator, i.e. the entity processing your personal data is the Silesian University of Technology with headquarters in Gliwice (44-100) at ul. Akademicka 2A, represented by the Rector, hereinafter referred to as the University.

The Rector has appointed a Data Protection Officer whom you may contact by the e-mail: [iod@polsl.pl](mailto:iod@polsl.pl) or via traditional mail to the the following address: Politechnika Śląska 44-100 Gliwice ul. Akademicka 2A.

The Data Protection Office (DPO) sets the purposes and methods of personal data processing, and is also obliged - taking into account the nature, scope, context and purposes of processing as well as the risk of violation of the rights or freedoms of persons of various probability and severity of threat - to implement appropriate technical and organizational measures to process personal data in accordance with the GDPR.

**III. Purposes of the processing**

We will process your personal data for purposes as follows:

The legal basis for data processing is the performance of the contract – art par. 1(b) of the GDPR. Conducting communication with you via e-mail or telephone, if you have initiated such communication – art. 6 par. 1(c) of the GDPR (Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of individuals concerning the processing of personal data and on the free movement of such data, and repealing Directive 95/46/ EC – General Data Protection Regulation, Official Journal of the EU L 119 of 04./05/2016, page 1, as amended). The processing is deemed necessary to fulfil the legal obligation incumbent on the Controller (the legal obligation, in particular, gives rise from, either, the Act of July 20, 2018 – Law on Higher Education and Science; the Act of July 16, 2016 – Telecommunications Law, the Act of February 17, 2005, on the computerisation of the activities of entities performing public tasks);

Improving the quality of services; the Controller processes statistical information regarding the use of the website – art. 6 par. 1(f) of the GDPR (the legitimate interest of the Controller consisting in facilitating the use of the site, improving both the quality and functionality of the services rendered);

We may also process your personal data to perform a task in the public interest (Art. 6 par. 1(e) of the GDPR), as well as in justified cases we will process your personal data for purposes resulting from legitimate interests pursued by the Controller (Art. 6 par. 1(f) of the GDPR).

**IV. Personal data recipients**

Access to your personal data will be granted to both authorised employees of the Silesian University of Technology who must process your data as regards the task being carried out.

Recipients of data may also be entities whom the DPO will instruct the performance of certain activities, which involves the need to process personal data.

In order to ensure proper protection of personal data, a contract on entrusting personal data processing has been signed with these recipients.

**V. Personal data retention period**

We will process your personal data until the purpose for which the data has been collected is satisfied, and subsequently, in cases which require it for the period indicated in the Act of July 14, 1983, on the national archival resource and archives (Journal of Laws of 2018 item 217, as amended), as well as in the provisions of the Telecommunications Law.

**VI. Rights related to data processing**

We guarantee you all of your rights on the terms laid down by the GDPR, i.e., the right to: access to data and receive a copy thereof, correct your personal data, limit personal data processing, delete personal data (subject to Art. 17 par. 3 of the GDPR); lodge a complaint with the President of the Office for Data Protection, if you believe that personal data processing violates the law on the protection of personal data.