**APPLICATION FORM  
Cases to the Student Ombudsman at TUL**

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| --- | --- | --- | --- | --- | --- |
| REPORTING PERSON | | | | | |
| Name |  | | | email address (TUL e-mail): ……………………... | |
| tel. (optional): ……………………………….. | |
| For those studying at TUL | | | | | |
| Register number | Faculty | Field of Study: | | |  |
|  |  | Cycle of study: | | | 1st cycle / 2nd cycle |
| Mode: | | | full-time / part-time |
| In the case of TUL employees | | | | | |
| Organizational unit of Lodz University of Technology | | | Position | | |
|  | | |  | | |
| APPLICATION DETAILS | | | | | |
| As accurate a description of the problem as possible |  | | | | |
| Information about the actions taken regarding the application |  | | | | |
| Attached materials related to the case (emails, photos, etc.) |  | | | | |
| What are the expectations for solving the problem |  | | | | |

I consent to the processing of my personal data by Lodz University of Technology in Lodz   
in order to contact and provide assistance by the Student Ombudsman of the Lodz University of Technology.  
I declare that I have read the attached GDPR Information Clause.

date....................................... .......................................................

*(legible signature of the reporting person)*

**GDPR INFORMATION CLAUSE**

**for persons reporting to the Student Ombudsman**

**at Lodz University of Technology**

In accordance with Article 13 of Regulation (EU) 2016/649 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 (General Data Protection Regulation), we inform you that:

1. The data administrator is Lodz University of Technology, located in Lodz, Żeromskiego 116, with the tax identification number (NIP): 7270021895, tel. +48 42 631 29 29, represented by the Rector of Lodz University of Technology.

2. The administrator has appointed a data protection officer, who can be contacted regarding matters related to the processing of personal data at the email address: iod@adm.p.lodz.pl, phone: 42 631 20 39 or in writing at the administrator's address.

3. The personal data administrator processes data based on: Article 6(1)(c) and (d) and Article 9 of the GDPR.

4. The administrator processes the following categories of personal data: ordinary data and special categories of personal data (Article 9 GDPR).

5. Personal data will be processed based on the consent given for the purpose of contact and taking action in the reported matter by the Student Ombudsman at TUL.

6. Personal data will not be disclosed to other recipients except in cases provided for by law.

7. Personal data will be stored for the period necessary to achieve the purposes specified above or until consent for processing is withdrawn. Consent to the processing of personal data can be withdrawn by sending a message from the university email account to the address of the Student Rights Ombudsman of PŁ, email: ombud@adm.p.lodz.pl

8. With regard to personal data, decisions will not be made in an automated manner, in accordance with Article 22 of the GDPR.

9. The data subject has the following rights:

* based on Article 15 of the GDPR – the right to access personal data concerning their;
* based on Article 16 of the GDPR – right to rectify personal data;
* based on Article 18 of the GDPR – right to request the administrator to restrict the processing of personal data, subject to the cases referred to in Article 18(2) of the GDPR;
* right to lodge a complaint with the President of the Personal Data Protection Office if they consider that the processing of personal data violates the provisions of the GDPR.

10. Providing data is voluntary. Failure to provide data will, however, result in the inability to use assistance and take action in the reported case by the Student Rights Ombudsman at TUL.

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*(date, legible signature of the reporting person)*