

Personal data processing notice for the authors submitting their articles to the journal "Studia Regionalne i Lokalne"

Data Controller

The University of Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw is the Controller of your processed personal data.

You can contact the Controller:

- via mail: University of Warsaw, 26/28 Krakowskie Przedmieście, 00-927 Warsaw (indicate the organizational unit that is the addressee of the correspondence);
- by phone: 22 55 20 000.

Data Protection Officer (DPO)

The Controller has appointed a Data Protection Officer (DPO) who may be contacted via e-mail at: iod@adm.uw.edu.pl.

You may contact the DPO in all matters regarding your personal data processing by the University of Warsaw and executing your rights related to personal data processing.

Purposes of and legal basis for processing

Your personal data will be processed for the purposes of conducting the review procedure and publishing your article in the journal "Studia Regionalne i Lokalne", promotion of the journal's issues as well as maintaining the possibility of contact between you and the editorial office of "Studia Regionalne i Lokalne" after the publication of the article.

The basis for personal data processing is provided by:

- Article 6(1)(a) of the GDPR¹ - in order to conduct the review procedure, publish your article in "Studia Regionalne i Lokalne" and promote the issues of the journal,
- Article 6(1)(f) of the GDPR - in order to maintain the possibility of contact by the editorial office of the Quarterly "Studia Regionalne i Lokalne" with you after the publication of the article.

Consent may be revoked at any time, for example by sending an e-mail to: sril.euroreg@uw.edu.pl. Please be reminded that withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

Data retention period

In terms of the legal basis based on consent (Article 6 paragraph 1 letter a), your personal data will be processed for up to 1 year from the publication of your article in the Quarterly "Studia Regionalne i Lokalne" or your withdrawal of consent to processing.

In terms of the legal basis based on the legitimate interest of the Administrator (Article 6 paragraph 1 letter f), your personal data will be processed until you object to the processing of these data.

¹ 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 (General Data Protection Regulation)

Data recipients

Access to your personal data shall be granted to authorized employees, associates and/or students of the University of Warsaw who must process your data in connection with the conducting the review procedure and publishing your article in the journal "Studia Regionalne i Lokalne", promotion of the journal's issues as well as maintaining the possibility of contact between you and the editorial office of "Studia Regionalne i Lokalne" after the publication of the article.

Entities that the Controller commissioned to perform certain activities, such as website administrators entailing the necessity to process your personal data may be data recipients.

Data transfers outside of the European Economic Area (EEA)

Your data may also be processed by Google, our G-Suite for education service provider (with whom we have signed a data processing agreement) at their data processing centers².

Rights connected with data processing

We guarantee you the ability to exercise all your rights according to the principles specified by the GDPR, i.e. the right to:

- access the data and receive a copy;
- rectify (correct) your personal data;
- restrict personal data processing;
- erase personal data (subject to Article 17(3) of the GDPR);
- lodge a complaint with the President of the Personal Data Protection Office if you believe that the personal data processing violates the personal data protection laws.

Obligation to provide data and consequences of failure to provide data

Providing data is necessary for the purposes of conducting the review procedure and publishing your article in the journal "Studia Regionalne i Lokalne", promotion of the journal's issues as well as maintaining the possibility of contact between you and the editorial office of "Studia Regionalne i Lokalne" after the publication of the article. Providing other data that is not necessary for those purposes is voluntary.

² <https://www.google.com/about/datacenters/inside/locations/index.html>