

*Annex to the Resolution No. 5/2022 of the Management Board of the
University of Lodz Foundation,
of 24 March 2022.*

RULES
**FOR THE COLLECTION AND ALLOCATION OF FUNDS UNDER THE UNIVERSITY
OF LODZ SUPPORT FUND FOR UKRAINE**

§ 1

Acting pursuant to § 12(2)(1) in conjunction with § 6(15) in conjunction with § 7(22) of the by-law of the University of Lodz Foundation, hereinafter referred to as the Foundation, the Rules for the collection and allocation of funds under the "*University of Lodz Support Fund for Ukraine*", hereinafter referred to as the *Fund*, are hereby adopted and established to provide material and financial assistance to Ukrainian citizens, including in particular employees, doctoral students and students of the University of Lodz and their families, as well as university organisations in the country and abroad, in connection with the armed aggression of the Russian Federation against Ukraine, which began on 24 February 2022.

§ 2

1. The Fund mentioned in § 1 is created by the University of Lodz Foundation (KRS no: 0000283917), hereinafter referred to as *the Foundation*, operating in this field in agreement with the University of Lodz, hereinafter also referred to as the *University*.
2. The Fund's resources come from payments made by natural and legal persons and organisational units referred to in Article 33¹ §1 of the Act of 23 April 1964 – Civil Code (Dz.U. – Journal of Laws of 2020, item 1740, as amended) to the Foundation's specially created bank account at Bank Pekao SA, number 89 1240 3060 1111 0010 2931 0987, to be used for providing support to the persons referred to in § 1 of the Rules.

§ 3

The Fund's resources shall be used to provide emergency material assistance in the form of financial and material aid.

§ 4

1. The funds referred to in §2 of the Rules shall be allocated by a Committee composed of:
 - 1) Chairperson of the Committee – Agnieszka Kurczewska – *Vice-Rector of the University of Lodz for External Relations*;
 - 2) Member of the Committee – Kamilla Szcześniak – *Chancellor of the University of Lodz*;
 - 3) Member of the Committee – Jarosław Grabarczyk – *Deputy Chancellor of the University of Lodz for Social and General Affairs*;
 - 4) Member of the Committee – Tomasz Łysek – *President of the Management Board of the University of Lodz Foundation*;

- 5) Secretary of the Committee – Maria Głowacka – *Head of the Office of the University of Lodz Foundation*
2. The Committee's tasks include, in particular:
 - 1) processing applications for support, hereinafter also referred to as *Applications*, referred to in §5(2) of the Rules;
 - 2) granting of funds under ad hoc assistance, including in particular determination of their amount and form of support;
 - 3) preparing periodic reports for the University of Lodz and for the University of Lodz Foundation on the funds raised and spent from the Fund, which will be made public in whole or in part on the website of the University and the Foundation, but not less frequently than on a monthly basis.
3. The Committee shall examine the submitted *Applications* without delay; however, no later than within 7 (in words: seven) days of their delivery to the University of Lodz Foundation. Meetings of the Committee shall be convened by the Chairperson or two members of the Committee acting jointly, setting the date and place of the meeting, by electronic means (sending notices to the e-mail addresses of the members of the Committee which have been communicated to the Committee).
4. The support shall be granted in the form of a resolution of the Committee adopted by a majority vote of those present. For a resolution to be valid, at least three members of the Committee must be present at the meeting.
5. In the event of a tie, the Chairman of the Committee shall have the casting vote.
6. Written minutes of the Committee meeting shall be drawn up.
7. The members of the Committee shall perform their duties without being paid.
8. The administrative and office services of the Committee shall be provided by the Foundation.

§ 5

1. The support referred to in §1 above shall be granted based on *Applications* submitted by citizens of Ukraine:
 - 1) staff, doctoral students and students of *the University* as well as by:
 - 2) the supervisors of the staff members indicated in §5(1) and the year supervisors or supervisors of the student groups indicated in §5(1),
 - 3) heads of the *University* 's organisational units involved in providing the assistance referred to in §3 of the Rules.
2. The *Application* for support from the *Fund* referred to in §5(1)(1) and §5(1)(2) shall indicate:
 - 1) first name(s) and surname, correspondence address, series and number of the applicant's identity document, bank account number to which the funds shall be transferred,
and shall include:
 - 2) a photocopy (scan) of a document proving Ukrainian citizenship;
 - 3) the purpose for which the ad hoc financial support from the *Fund* will be used.

3. Applications for support are submitted to the University of Lodz Foundation with its seat in Lodz, at the following address: ul. Matejki 34A, 90-237 Łódź in writing or to the Foundation's e-mail address: fundacja@uni.lodz.pl
4. There is no right of appeal against the Committee decisions to grant ad hoc financial support.

§ 6

1. The Foundation indicates that it is the Administrator (Controller) of the personal data referred to in §5(2) of the Rules.
2. The Foundation processes the personal data referred to in §5(2) of the Rules in order to:
 - 1) process *Applications* for support;
 - 2) grant assistance to the persons indicated in the *Applications*;
 - 3) prepare periodic reports for the University of Lodz and for the University of Lodz Foundation on the funds raised and spent from the Fund.
3. The Foundation processes the personal data referred to in §5(2) of the Rules pursuant to:
 - 1) Article 6(1)(a) of GDPR, or in a situation where there is a need to protect the vital interests of the persons referred to in §1 of the Rules pursuant to Article 6(1)(d) of GDPR – for personal data provided to it by staff and year supervisors or supervisors of student groups indicated in §5(1)(1) of the Rules;
 - 2) article 6(1)(b) GDPR – for personal data obtained directly from the data subjects, i.e., based on Applications submitted by them.
4. The Foundation shall process the personal data referred to in §6(1) above until the closing-down of the Fund.
5. Individuals the personal data of whom is processed by the Foundation in order to provide ad hoc material assistance from the Fund have the right to:
 - 1) request access to the personal data from the Administrator (Controller) (Article 15 GDPR);
 - 2) request the Administrator (Controller) to rectify erroneously recorded personal data (Article 16 GDPR);
 - 3) request the Administrator (Controller) to erase their personal data (Article 17 GDPR);
 - 4) request the Administrator (Controller) to restrict the processing of personal data (Article 18 GDPR);
 - 5) request the Administrator (Controller) to transfer their personal data (Article 20 GDPR);
 - 6) object to the processing of their personal data (Article 21 GDPR);
 - 7) withdraw consent to the processing of personal data in the case where it was the basis for the processing of that personal data (Article 7(3) of the GDPR);
 - 8) lodge a complaint with the President of the Office for Personal Data Protection, in the event of a suspected breach of data protection legislation (Article 12(4) GDPR, Article 77(1) GDPR).
6. The Foundation transfers the personal data referred to in §6(1) above to:
 - 1) the University of Lodz;
 - 2) to entities keeping the Foundation's accounts;

- 3) to entities that maintain the Foundation's IT infrastructure and provide services to the Administrator (Controller) with this regard;
- 4) to the bank holding the bank account for the funds deposited with the Fund.
7. The Foundation does not transfer the personal data referred to in §6(1) above to international organisations or third countries.
8. The Foundation does not profile or process the personal data referred to in §6(1) above by automated means.
9. The Foundation declares that it has the consent of the persons included on the list referred to in Article 6(4)(1) of the Agreement to provide the University of Lodz Foundation with personal data concerning them, in the form of: name or name(s) and surname, citizenship, bank account number, in order for the Committee to consider granting ad hoc financial assistance from the Fund to such persons.

§ 7

The hereby Rules were adopted by the Resolution of the Management Board of the University of Lodz Foundation No. 5/2022 of 24 March 2022.

Tomasz Łysek

President of the Management Board of
the University of Lodz Foundation