

**RESERVATION FORM OF A PLACE/ ROOM IN  
UNIVERSITY OF LODZ DORMITORY**

Sending the application does not mean that the room is booked. Reservation is made after the availability of the room has been confirmed.

After filling in the reservation form, the reply regarding confirmation of the availability of a given room will be sent to the email address indicated in this form within 2 working days.

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Name

.....

Surname

.....

E-mail address

.....

Phone number

.....

Anticipated date of check-in

.....

Anticipated date of check-out

.....

Number of adults

.....

Number of minors

.....

Additional information regarding type of the room

.....

.....

.....

.....

Date and signature

You should fill in the Polish version of the form, English version is only provided for full understanding.

## Data Processing Notice (accommodation and living in UL dormitories)

1. The Administrator (Controller) of your personal data is University of Lodz, with its registered office at Narutowicza 68, 90-136 Lodz.
2. In any case, you may contact Data Protection Officer using the following e-mail address [iod@uni.lodz.pl](mailto:iod@uni.lodz.pl) (with a note: Data Protection Officer).
3. Your personal data is processed in order to complete the procedure related to accommodation and living in the University of Lodz dormitories.
4. Your personal data is processed:
  - a) on the basis of applicable laws, among others, The Act on Higher Education and Science and external acts adopted by the University of Lodz;
  - b) as it is necessary to perform the contract related to the party whose personal data is addressed or to undertake activities on the person's demand whose data is addressed before signing the contract;
  - c) on the basis of your consent for personal data processing – in matters where legal provision or the concluded contract does not serve as the basis for data processing;
5. The recipients of your personal data include entities authorised under the provisions of law or entities authorised by the Administrator (Controller) to use the personal data on the basis of this contract.
6. Your personal data will also be processed in the case of:
  - a) rejecting the application for a place in UL dormitories – for 3 months, then the data is erased;
  - b) accepting the application - during your stay at the UL dormitory in a given academic year, and then erased.
7. You have the right to:
  - a) access your data;
  - b) correct your data if it is not accurate;
  - c) erase your data, limit data processing, or transfer data in matters provided for by law;
  - d) oppose to your data processing;
  - e) withdraw the consent for your personal data processing at any time without influencing data processing provisions which were made before withdrawing the consent;
  - f) lodge a complaint to the supervisory authority, namely the Inspector General of Personal Data Protection with its registered office in Warsaw, Stawki 2.
8. Providing your personal data is voluntary, yet necessary to meet the objective indicated in point 3.

Data processing is determined on the basis of art. 6 section 1, item 1, letters a-c of 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 (General Data Protection Regulation).

You should fill in the Polish version of the form, English version is only provided for full understanding.