

PROJECT PARTICIPANT DECLARATION

AND DATA PROTECTION NOTICE

VISUAL-EU

Visualizing the EU: Enhancing Public Awareness of European Policies, Values, and Initiatives at Polish HEIs
Grant Agreement 101235890 - VISUAL-EU - ERASMUS-JMO-2025-HEI-TCH-RSCH | Implemented by VIZJA University, Warsaw

PARTICIPANT DETAILS

FULL NAME _____	STUDENT ID (IF APPLICABLE) _____
EMAIL OR OTHER CONTACT _____	ACTIVITY / EVENT _____
ACTIVITY DATE(S) _____	PLACE _____

PARTICIPATION DECLARATION

I wish to participate in the VISUAL-EU activity identified above. I understand that participation is voluntary. I confirm that the information I provide is accurate and that I have received the Data Protection Notice on pages 2-3. I understand that the administrative data needed to organise and document my participation is processed separately from the optional media choices below.

OPTIONAL MEDIA CONSENT

Tick one box in every row. Each choice is independent. Selecting NO will not affect your participation or access to VISUAL-EU activities.

OPTIONAL CHOICE	YES	NO
Identifiable photographs may be taken of me during VISUAL-EU activities.	☐	☐
My identifiable photographs may be used on the VISUAL-EU website and in project reports, educational materials, presentations, and dissemination publications.	☐	☐
My identifiable photographs may be published on the official VISUAL-EU and VIZJA University social-media channels.	☐	☐
Video and/or audio recordings in which I am identifiable may be made during VISUAL-EU activities.	☐	☐
Those video and/or audio recordings may be used on the VISUAL-EU website, in project presentations or educational materials, and on official VISUAL-EU or VIZJA University social-media channels.	☐	☐

Scope: consent applies only to the purposes and channels selected above. It does not authorize unrelated commercial use. Reasonable technical editing (such as cropping, resizing, or subtitling) must not misrepresent the participant.

WITHDRAWAL OF OPTIONAL CONSENT You may withdraw any YES choice at any time by contacting zgloszenia@vizja.pl. Withdrawal does not affect processing already carried out lawfully. VIZJA University will stop future use and, where reasonably possible, remove the material from channels it controls. Printed copies already distributed or copies independently shared by third parties may not be fully recoverable.

I confirm that the choices marked above accurately reflect my decision.

PLACE _____	DATE _____	PARTICIPANT SIGNATURE _____
-----------------------	----------------------	---------------------------------------

DATA PROTECTION NOTICE

VISUAL-EU participants | Article 13 GDPR information

This notice is provided under Article 13 of Regulation (EU) 2016/679 (GDPR). It explains how personal data are processed in connection with VISUAL-EU activities.

1. DATA CONTROLLER AND CONTACTS

Controller: VIZJA University, ul. Okopowa 59, 01-043 Warsaw, Poland; telephone +48 22 536 54 11; email rektorat@vizja.pl.

Project, privacy-rights and optional-consent requests: zgloszenia@vizja.pl.

2. CATEGORIES OF PERSONAL DATA

- Identification and contact data: full name, student ID where applicable, email or other contact details.
- Participation records: activity, dates, attendance, completion or certificate-related information where relevant.
- Optional media data: identifiable photographs, video recordings, voice recordings, and associated event information, but only according to the choices on page 1.
- Accountability data: consent choices, withdrawal requests, correspondence, and records needed to demonstrate compliance.

3. PURPOSES, LEGAL BASES AND WHETHER DATA ARE REQUIRED

PURPOSE	DATA	LEGAL BASIS	STATUS
Administer participation and activities	Identification, contact and participation records	Article 6(1)(c) GDPR where necessary to comply with legal, funding, documentation or reporting obligations.	Required
Document funding, reporting, verification and audit	Participation and accountability records	Article 6(1)(c) GDPR where required by applicable obligations or project rules.	Required
Create and publish selected photographs, video or audio	Optional media data and consent record	Article 6(1)(a) GDPR - the participant's specific, voluntary consent.	Optional
Establish, exercise or defend legal claims and demonstrate compliance	Relevant participation, media, consent and correspondence records	Article 6(1)(f) GDPR - legitimate interests of the Controller, where applicable.	As needed

4. IS PROVIDING THE DATA REQUIRED?

Providing the administrative data identified as required is necessary to register, organise, document and verify participation in the relevant VISUAL-EU activity. Failure to provide those data may make participation or formal recognition of participation impossible. All media choices are voluntary; selecting NO has no adverse effect on participation.

5. RECIPIENTS OF PERSONAL DATA

- authorised members of the VISUAL-EU project team and authorised VIZJA University staff;
- the European Commission, the European Education and Culture Executive Agency, auditors, evaluators or public authorities, where disclosure is required by law or applicable project rules;
- service providers acting for the Controller, such as IT, hosting, document-storage, printing, photography or audiovisual suppliers, under appropriate contractual safeguards;
- the public and the relevant platform provider, but only where the participant has consented to publication on a public website or social-media channel.

DATA PROTECTION NOTICE

continued

6. ONLINE PUBLICATION AND INTERNATIONAL AVAILABILITY

Content published online may be accessible worldwide. Social-media providers operate under their own terms and privacy rules and may process data outside the European Economic Area using the safeguards they identify. Further general information is available in the [VIZJA University Privacy Policy](#).

7. RETENTION PERIOD

- Administrative and accountability records will be kept for the period required by the Grant Agreement, applicable funding and archiving rules, and any necessary audit or verification period. They may then be retained only for an applicable limitation period or another binding legal obligation.
- Optional media may be used until the relevant consent is withdrawn or the material is no longer needed for the selected purpose. The consent record and evidence of withdrawal may be retained as necessary to demonstrate compliance or handle legal claims.

8. YOUR RIGHTS

Subject to the conditions and exceptions in the GDPR, you may have the right to:

- access your personal data and obtain a copy;
- rectify inaccurate or incomplete data;
- request erasure or restriction of processing;
- object to processing based on legitimate interests;
- receive data in a portable format where the right to data portability applies;
- withdraw consent at any time, without affecting the lawfulness of processing before withdrawal;
- lodge a complaint with the competent supervisory authority.

To exercise a right or withdraw an optional media consent, contact zgloszenia@vizja.pl and provide enough information to identify your request and, where relevant, the material concerned.

9. COMPLAINT TO THE SUPERVISORY AUTHORITY

You may lodge a complaint with the President of the Personal Data Protection Office (Prezes Urzędu Ochrony Danych Osobowych - UODO), ul. Stanisława Moniuszki 1A, 00-014 Warsaw, Poland. See [UODO contact and complaint information](#).

10. SOURCE OF DATA

Most data are obtained directly from the participant. Authorised project staff may also create attendance, activity, and completion records. Optional media are created during project activities according to the choices recorded on page 1.

11. AUTOMATED DECISION-MAKING AND PROFILING

No decision concerning participation is intended to be based solely on automated processing, and no profiling is intended for the processing described in this form.

12. ACKNOWLEDGEMENT OF RECEIPT

I confirm that I have received and read this Data Protection Notice. This acknowledgement records receipt of the information; it is not consent to optional media use. Optional consent is recorded only by the separate choices on page 1.

PLACE	DATE	PARTICIPANT SIGNATURE
_____	_____	_____