

Warsaw, on ..... 2026

.....  
*Surname and first name (in block capitals)*

.....  
*Permanent address*

.....  
*Faculty and Student ID No. (IRK candidates)*

**Warsaw University of Life Sciences  
Student Dorms and Canteens Administration  
Ul. Nowoursynowska 161  
02-787 Warsaw**

I request a special booking:

- a place in a single room
- a place in a twin room

In the dormitory .....

Due to:

- Disability (valid certificate of disability)
- Serious illness**, confirmed by a medical certificate from a specialist doctor in the relevant field – exclusively from the following list: malignant tumour, organ transplant, stroke or heart attack, loss (total or significant) of sight, hearing or speech, loss of limbs, paresis (paralysis), encephalitis or meningitis, muscular dystrophy, sepsis (within the last 3 months), kidney or liver failure, mental illnesses requiring hospitalisation in a psychiatric ward within the last year.
- Single parent
- Siblings (excluding DS Limba)
- Married couple (excluding DS Limba)

Additional information and attachments:

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By providing us with special categories of personal data (including health-related data, e.g., for people with disabilities), you consent to their use for accommodation in the SGGW student dormitories.

.....  
*legible signature*

**In accordance with Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the free movement of such data and repealing Directive 95/46/EC (hereinafter referred to as the “GDPR”), we hereby inform you that:**

1. The controller of your personal data is the Warsaw University of Life Sciences, ul. Nowoursynowska 166, 02-787 Warsaw, hereinafter referred to as the “Controller”.

2. The Controller has appointed a Data Protection Officer, who may be contacted regarding all matters relating to the processing of personal data and the exercise of data subjects’ rights under the GDPR at the following email address: [iod@sggw.edu.pl](mailto:iod@sggw.edu.pl).

3. Your personal data is collected in connection with the performance of the tasks and duties of the SGGW Student Dorms and Canteens Administration, in particular for:

a. providing services to residents of SGGW student dorms, including accommodation in SGGW student dorms and the performance of other tasks and duties of the SGGW Student Dorms and Canteens Administration as set out in the regulations of the SGGW Student Dorm of the Warsaw University of Life Sciences, pursuant to Article 6(1)(c) of the GDPR (fulfilment of the Controller’s legal obligations set out, inter alia, in the Act of 30 August 2018 on Higher Education and Science, as well as in accounting and tax regulations) and Article 6(1)(b) of the GDPR (fulfilment of the provisions of the Regulations),

b. accommodation in the SGGW student dorm based on special booking requests, pursuant to Article 6(1)(c) of the GDPR (fulfilment of the Controller’s legal obligations set out, inter alia, in the Act of 30 August 2018 on Higher Education and Science, as well as in accounting and tax regulations), Article 6(1)(b) of the GDPR (compliance with the provisions of the regulations) and Article 9(2)(a) of the GDPR (consent to the processing of special categories of personal data, including health data),

c. the provision of room rental services in SGGW student dorms, pursuant to Article 6(1)(b) of the GDPR (performance of a contract),

d. safeguarding and pursuing potential claims and defending against such claims in connection with the performance of the tasks and duties of the SGGW Student Dorms and Canteens Administration, pursuant to Article 6(1)(f) of the GDPR (legitimate interests of the Controller),

e. receiving and processing notifications and requests, including communicating with and responding to enquiries submitted to the SGGW Student Dorms and Canteens Administration, inter alia via the available contact forms, pursuant to Article 6(1)(f) of the GDPR (legitimate interest of the Controller),

f. maintaining a register of visitors to SGGW student dorms, pursuant to Article 6(1)(f) of the GDPR (legitimate interest of the Controller).

4. The recipients of your data will be entities and authorities to whom the Controller is obliged or authorised to disclose personal data pursuant to generally applicable legal provisions, as well as entities to whom the Controller entrusts the processing of such data based on a relevant agreement in connection with the services provided by the aforementioned entity to the Controller, and which guarantee the proper fulfilment of the purposes referred to above.

5. Personal data will be stored for the period necessary to fulfil the purposes indicated above. Depending on the legal basis, this will be, respectively:

a. The duration of accommodation in the SGGW student dorm or the duration of other tasks carried out by the SGGW Student Dorms and Canteens Administration, and thereafter the period required by generally applicable law,

b. The duration of the contract, and thereafter the period required by generally applicable law,

c. The limitation period for claims,

d. The time until an objection is raised,

e. The time until any withdrawal of consent to data processing,

In the case of accommodation in an SGGW student dorm based on special booking requests, specific categories of personal data (including health data) will be deleted immediately upon the approval of such a request.

6. You have the right to access the aforementioned personal data, to have it rectified, erased, or its processing restricted, to have it transferred, and the right to object to the processing of your data.

7. You also have the right to lodge a complaint with a supervisory authority; in the Republic of Poland, this authority is the President of the Personal Data Protection Office.

8. The provision of your personal data is voluntary but necessary for the performance of the tasks and duties of the SGGW Student Dorms and Canteens Administration.

9. Your personal data will not be subject to automated decision-making and will not be profiled.

10. Due to the use of Microsoft services, data may not be transferred outside the European Economic Area (EEA), including to the USA. Microsoft provides guarantees under Chapter 5 of the GDPR. It is obliged to comply with the requirements for the protection of personal data under the standard contractual clauses concluded with SGGW. Further information can be found at: <https://privacy.microsoft.com/pl-pl/privacystatement>.