**Appendix No. 2 to the Regulation No. 6/2023 of the Dean**

**of the Faculty of Applied Studies of DSW University of Lower Silesia in Wrocław**

**THE EMPLOYER’S APPLICATION FORM TO THE REGISTER OF HOST COMPANIES**

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| Name of the employer |  |
| Address of the employer |  |
| Tax Identification Number |  |
| National Business Registry Number |  |
| National Court Register (if applicable) |  |
| Website address |  |
| Name of the person representing the employer (authorized to sign an agreement) |  |
| Name, surname, and position of a contact person |  |
| Email address to the contact person |  |
| The telephone number of the contact person |  |
| Name and surname of the Internship Supervisor at the Host Institution |  |
| Email address to the Internship Supervisor at the Host Institution |  |
| The telephone number of the Internship Supervisor at the Host Institution |  |
| Are you interested in receiving information concerning projects and events directed to Employers which are organized by the ULS in Wrocław (i.e., internship projects, job fairs, etc.)? | [ ]  yes[ ]  no |
| The declared number of internship places | [ ]  1[ ]  2[ ]  3[ ]  4[ ]  other (how many?) ……….. |
| The place of implementing the internship differs from the data provided in contact details (i.e., local office, branch, etc.) |  |
| Language in which an internship may be implemented | ☐ Polish only☐ English only☐ Polish and English☐ other languages,………………. |
| The date for completing an internship | ☐ in the winter semester,☐ in the summer semester☐ an internship may be Implemented at a different time according to the individual University's and the Host Institution's approval |
| The internship offer is directed especially to students of the following fields of study | [ ]  Administration[ ]  Internal Security [ ]  National Security[ ]  Journalism and Social Communication[ ]  Dietetics and Health Promotion[ ]  Finance and Accounting [ ]  Geodesy and Cartography[ ]  Human resources and coaching[ ]  Information Technology[ ]  Cosmetology☐ Logistics[ ]  Media design and Visual Marketing[ ]  Creative Media: game design, animation, effects [ ]  Creative Media: game and animation design[ ]  Pedagogy[ ]  Preschool and Early School Education[ ]  Special Education[ ]  Social Work[ ]  Psychology[ ]  Psychology in Business[ ]  Social Rehabilitation[ ]  Management☐ Other? ……………………………. |
| The procedure for applying to internship admission | [ ]  sending internship referral[ ]  sending internship referrals and filling out a test of assessing the competence[ ]  sending internship referral and interview[ ]  other, what kind? …………………… |
| The procedure of communicating with students applying for an internship | ☐ e-mail address: …………………………………………….☐ application is available at ………….………☐ profile available in job, apprenticeship, and internship service of the ULS ☐ other, please specify ……………………………………… |
| Is an offer available to people with disabilities? | [ ]  yes[ ]  no |
| Do you identify infrastructure barriers regarding suggested places for implementing internships? | [ ]  yes[ ]  no |
| Do you have any improvements for people with disabilities (technical, IT, etc.)? | [ ]  yes, for people with ……………………………………………………………………….…….(Please indicate the type of disability)[ ]  no |
| The Employer declares that:☐ has read and undertakes to comply with „Internship program and regulation."☐ is an entity/employer giving an intern/apprentice opportunity to acquire practical experience concerning competencies compatible with educational outcomes in the given field of studies ☐ its business profile complies with the given fields of studies☐ has an infrastructure and ensures equipment of internship place enabling its proper implementation ☐ has got the appropriate number of internship supervisors concerning the number of admitted students☐ shall ensure that internship supervisors hold appropriate competencies to take up their roles ☐ is not in liquidation or bankruptcy. |
| ………………………………………………………………………………….(date and legible signature of the Employer or person authorized to represent the Employer) |

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| CONSENT FOR PROCESSING PERSONAL DATA OF **THE EMPLOYER/PERSON AUTHORIZED TO REPRESENT THE EMPLOYER** I hereby give/deny giving\* consent for my data to be processed by the Career and Internship Office for implement selected by myself services, actions, and projects.I confirm that I have taken note of the above-mentioned information clause.  (Date and legible signature of a person authorized to represent the Employer) |

**Information Clause**

1. DSW University of Lower Silesia in Wrocław (the ULS) declares to be the Controller
2. of personal data meaning the Personal Data Protection Act concerning personal data of natural persons representing the Employer and their employees engaged in the completion a contract, as well as natural persons pointed by the Employer as a contact person. In connection with that DSW University of Lower Silesia contracts the execution of the notification obligation for people aforesaid in the previous sentence.
3. The Controller of the personal data is DSW University of Lower Silesia in Wrocław, ul. Strzegomska 55, 53-611 Wrocław, TIN: 894-230-62-69, Tel.: +71 356 15 09, e-mail: rektorat@dsw.edu.pl
4. The Controller has appointed the Data Protection Supervisor who may be contacted by the following e-mail: iod@dsw.edu.pl
5. Provided personal data will be processed to conduct the implementation of services and tasks carried out by the Career and Internship Office, acting based on the tasks resulting from the Organizational Regulation of DSW University of Lower Silesia.
6. The categories of personal data include name and surname, position/function held, telephone number, e-mail address, name of the workplace/place of employment, address, and data dedicated to the process/service.
7. Personal data of representatives of the Partner will be stored until the notification of finishing cooperation as a part of hereto cooperation and for a period laid down by the laws.
8. At our request, personal data shall be provided to other companies. This is often done when cooperating with

a specific provider (for example with a storage provider, postal, courier, payment, legal, insurance, IT, and audit service providers) or subcontractors (for example with a marketing agency).

1. The Controller's suppliers have their principal office mainly in Poland and other EEA countries. Some of the suppliers have their principal office outside EEA. Regarding transmitting Partner's data outside EOG territory, including the USA, the Controller ensured that suppliers provide credible assurance of protecting personal data.
2. You have the right to access your data, its correction, erasing, or restriction, the right to object to the processing of your data, as well as the right to transfer data according to the law, the right to withdraw the abovementioned consent at any time without influencing on the lawfulness of data processing that was given before its withdrawal.
3. You have the right to file a complaint to the Supervisory Authority - The Inspector General for the Protection of Personal Data, in the event you consider that processing your data, violates resolutions of the Act of 10th May 2018 on protecting personal data (uniform text Journal of Laws [*Dziennik Ustaw*] of 2019, item 1781) or provisions of the European Parliament and of the Council 2016/679 of 27th April 2016 on the protection of individuals concerning the processing personal data, and the free movement of such data, and repeal the Directive No 95/46/WE (the general regulation on the protection of personal data) of 27th April 2016 (Official Journal of the EU L No. 119, page 1).
4. Decisions based solely on the automated processing of data, including profiling will not be applied to processed data.
5. Lack of consent to process personal data prevents from using of services and activities supplied by the Career and Internship Office of the University of Lower Silesia with its registered office in Wrocław.
6. Submitting personal data is voluntary.

*\*delete as appropriate*