

MAKING DOCUMENTS FROM THE DEAN'S OFFICE ARCHIVE AVAILABLE

1. Documents related to the procedure

- The Act of August 29, 1997, on the protection of personal data (Personal Data Protection Act) (Journal of Laws of 2016, item 922).
- The Act of July 14, 1983, on the national archival resource and archives Journal of Laws no. 38, item 173 as amended).
- The organisational regulations of Wrocław University of Science and Technology (ID 64/2013),
- ID 35/2017 of March 30, 2017, on the organisation of processing personal data at Wrocław University of Science and Technology and documentation related to the processing thereof.
- ID 136/2016 of November 11, 2016, on documenting the course of studies at Wrocław University of Science and Technology.

2. Scope of the procedure

The procedure involves students of Wrocław University of Science and Technology (the University), employees of the University, and people not related to the University.

3. Description of actions to be taken according to the procedure

3.1. The Archive of the Dean's Office of the Faculty of Electronics of Wrocław University of Science and Technology (the Archive) stores the following data:

- personal dossiers of the Faculty's students,
- archival copies of theses written by the Faculty's students,
- personal dossiers of the Faculty's doctoral students,
- recruitment documents related to candidates who were not admitted and recruitment documents related to candidates in relation to whom the decision to admit them was revoked,
- other documents related to the activity of the Dean's Office.

3.2. Individuals who have permanent access to the Archive are:

- Dean of the Faculty of Electronics,
- Head of the Dean's Office of the Faculty of Electronics,
- appointed employee of the Dean's Office entrusted with archiving student documentation.

3.3. Persons not included in item 3.2 can stay in the Archive only in the company of a person who has permanent access to the Archive and exclusively with the consent of the Dean of the Faculty or Head of the Dean's Office.

3.4. Documents stored in the Archive of the Dean's Office may be made available exclusively following a written application of the interested person and with a consent of the Dean of the Faculty, in a place designated by a person who has permanent access to the Archive.

3.5. The Dean may grant a permission to make a student's thesis available following a justified written application, on condition that the thesis includes its author's written consent to have it made available.

- 3.6. Making copies of documents which are made available is prohibited.
- 3.6. Upon a request made by a public authority conducting proceedings, documents may be lent, which will be conditional upon a consent of the Dean of the Faculty. When documents are handed over, a relevant handing over report must be made.
- 3.7. An appointed employee of the Dean's Office entrusted with archiving student documentation is in charge of maintaining a register of accessing archival documents of the Dean's Office, which includes the following:
- data of the person to whom documents are made available,
 - scope of documentation being made available,
 - time period for which documents are made available,
 - other important information related to the process of documents being made available.
- 3.8. In cases which are not regulated by this procedure, decisions are made by the Dean.

4. Persons in charge

- Dean of the Faculty
- Head of the Dean's Office
- Appointed Employee of the Dean's Office entrusted with archiving student documentation