Register no……………….. Cracow, on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date ………………………

**Department of Personnel and Social Affairs**

at the Cracow University of Technology

location

*(surname and first name of authorized person i.e. employee, retired person, pensioner of PK)*

 *(PESEL number)*

*(organizational unit, tel. - to be filled out by employee),*

*(address of residence, telephone - to be filled out by retired person, pensioner)*

*(bank account number)*

**APPLICATION**

**on granting loan from the Company Fund for Social Provisions**

I. Please grant me the loan designated for:

 renovation construction (indicate specific goal)\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in the amount of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

which I undertake to repay within \_\_\_\_\_\_\_\_\_\_\_\_ years, in ( \_\_\_\_ number of instalments) monthly instalments, deducted from all receivables obtained from the Cracow University of Technology, resulting from the labour relationship.

**II. I enclose the following documents with the application:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. Data of guarantors (PK employees):**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | **Surname and first name** | **PESEL** | **Signature of guarantor** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Signature of Applicant)*

In accordance with Art. 13 par. 1 and 2 of the Regulation from 27 April 2016 (Regulation of the European Parliament and Council (EU) 2016/679 from 27 2016 on protection of natural persons with respect to the processing of personal data and on the free flow of such data and repealing Directive 95/46/EC - GDPR) I have been informed that:

1. Personal Data Controller is the Tadeusz Kościuszko Cracow University of Technology at ul. Warszawska 24, 31-155 Cracow;

2. Contact with the data protection inspector at the Tadeusz Kościuszko Cracow University of Technology is possible at the email address: iodo@pk.edu.pl and tel. 12 628 22 37;

3. Personal data shall be processed for the purpose of obtaining information regarding the living and material situation of the person authorized, in accordance with § 8 par. 4 of the Bylaws of managing the company social benefits fund and for the purpose of obtaining information concerning the living and material situation of the authorized persons intending to avail of, in a given calendar year, reduced financial benefits under the company social benefits fund (i.e. cinema tickets, theatre tickets etc.).

4. Personal data shall be processed on the basis of Art. 6 par. 1 point c in accordance with the content of the general data protection regulation (GDPR) and, in particular, on the basis of:

a) the Act of 20 July 2018 Higher Education Act (Journal of Laws from 2021, item 478, as amended),

b) Act of 29 September 1994 on accounting (Journal of Laws from 2021 item 217 as amended),

c) Act of 4 March 1994 on company social benefits fund (Journal of Laws from 2021, , item 746),

d) Ordinance no. 82 of the PK Rector from 2017 with amendments concerning the introduction at PK of archives administration provisions

5. Personal data shall be stored for the period of 5 years;

6. You have the right to access the content of your data and to amend, remove, limit their processing as well as the right to transfer data, submit an objection, withdraw consent at any time without an impact on compliance with the law of the processing performed on the basis of consent prior to its withdrawal and the right to submit a complaint to the Chairman of the Personal Data Protection Office when you consider the processing of your personal data as breaching the provisions of general data protection regulation from 27 April 2016;

7. Submission of personal data is a statutory requirement;

8. In case of processing the submitted personal data no automated undertaking decisions occurs.

*\*Mark appropriate*

I hereby confirm authenticity of data included in the motion and I am aware that in accordance with § 8 par. 8 of the Bylaws of managing the company social benefits fund of PK submission of a statement not compliant with the truth, submission of falsified documents or otherwise conscious or purposeful misleading the Commission shall result in the loss of right to obtain the fund resources for two subsequent years as well as resulting in the obligation to return the obtained amount with statutory interest.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Signature of Applicant)*

**IV. Data concerning loan capacity (to be filled out by Payroll Department):**

A. Loan taker

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Surname and first name** | **§ 22 par. 1 and 2 of the Bylaws of managing ZFŚS** | **Date, signature of employee Payroll Department** |
| 1 |  | average net income from the last 3 months |  |  |  |
|  | amount exempt from deductions specified in accordance with the Labour Code |  |

B. Guarantors

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Surname and first name** | **§ 24 par. 2 of the Bylaws of managing ZFŚS** | **Date, signature of employee Payroll Department** |
| 1 |  | Average net income from the last 3 months |  |  |  |
| Amount exempt from deductions specified in accordance with the Labour Code |  |
| 2 |  | average net income from the last 3 months |  |  |  |
| amount exempt from deductions specified in accordance with the Labour Code |  |

V. Data concerning loan capacity (to be filled out by DSOiS):

A. Loan taker

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Surname and first name** | **Dimension of work time** | **Duration of agreement** | **Withdraw period § 19 of the Bylaws of managing ZFŚS** | **Date, signature of employee DSOiS** |
| 1 |  |  |  | *fulfils/does not fulfil\*\** |  |  |

B. Guarantors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Surname and first name** | **Dimension of work time** | **Guarantor****I time /****II time\*** | **§ 24 par. 2- 4 of the Bylaws for managing ZFŚS** | **Date, signature of employee DSOiS** |
| 1 |  |  |  | *fulfils/does not fulfil\*\** |  |  |
| 2 |  |  |  | *fulfils/does not fulfil\*\** |  |  |

\* - one employee may be the guarantor of up to 2 loans simultaneously

\*\* - delete as appropriate

**VI. Annotations Department of Personnel and Social Affairs:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VII. Company Committee for Social Benefits, post its session on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**hereby grants loan / does not grant loan\*\* in the amount of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(in words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).**

**Signatures of ZKŚS:**

1. \_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_