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| **CONTRACT OF COMMISSION NO.** |  |

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| concluded on |  | in |  |

by and between the Wrocław University of Economics, with its registered office in Wrocław at ul. Komandorska 118/120, represented by:

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| --- | --- |
|  | hereinafter referred to as the University, and |

|  |  |  |  |
| --- | --- | --- | --- |
| full name |  | PESEL |  |
| place of residence |  | | |

hereinafter referred to as the Commissioned Party.

§ 1

The Commissioned Party undertakes to perform for the University:

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|  |
| Source of financing: |

§ 2

1. The Parties may determine detailed rules for the performance of the commission referred to in § 1 in an appendix to the Contract in writing, or otherwise they shall be deemed invalid.

2. The Parties shall not invoke any contract terms and conditions agreed orally.

§ 3

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| The commission shall be performed in the period from |  | to |  |

§ 4

1. The University undertakes to pay the Commissioned Party for the commission described in § 1

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| --- | --- |
| a rate for 1 hour at the gross PLN amount of |  |
| in words: gross Polish Zloty |  | |

|  |  |
| --- | --- |
| 2. The maximum number of hours planned for the performance of the activities referred to in § 1 shall be |  |
| 3. The total remuneration for the performance of the commission specified in § 1 may not exceed the gross PLN amount of |  |

|  |  |
| --- | --- |
| in words: gross Polish Zloty |  |

4. The Commissioned Party shall submit invoices for each month in which they perform the commission.

5. The remuneration shall be payable on the closest date on which the University settles remunerations in respect of contracts of commission after the Commissioned Party has submitted an invoice and the University has stated that the commission was completed properly.

6. The payment shall be deemed made on debiting the University’s bank account based on a transfer order.

§ 5

A confirmation of the time of performing the activities specified in § 1 hereof shall be\*:

* a declaration included in the invoice with the number of hours worked in a given month,
* a record of the hours of performing the contract of commission with the indication of the number of hours worked by the Commissioned Party in a given month. The data included in the record shall be accepted by the Employer or a person authorised thereby, and shall be subject to control.

§ 6

1. Any expenses incurred for the purpose of a proper performance of the activities referred to in § 1 shall be covered by the Commissioned Party.

2. The Commissioned Party may not entrust the performance of the activities covered by the commission to any third parties without a written consent of the University.

3. Where it is impossible to perform a given activity, the Commissioned Party shall immediately notify the University thereof.

§ 7

1. Any amendments, additions to and termination of the Contract shall only be valid if in writing.

2. Any disputes between the Parties hereto shall be resolved by a court having jurisdiction over the University’s registered office.

§ 8

1. The Commissioned Party acknowledges that:

a) The Wrocław University of Economics, ul. Komandorska 118/120, 53-345 Wrocław, NIP: 896-000-69-97, telephone: +48 71 36 80 100, fax: +48 71 36 72 778, e-mail: kontakt@ue.wroc.pl, is the Data Controller.

b) The contact details of the Data Protection Officer are as follows: e-mail: iod@ue.wroc.pl.

c) Personal data are processed under the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, including under Article 6 subpar. 1 “b”, “c”, “e”, Article 9 subpar. 2 “b”.

d) The processing of personal data by the Data Controller is necessary for the performance of the Contract with the Data Controller, fulfilment of the legal obligations of the Data Controller, and is necessary for the exercise of the public authority entrusted with the Data Controller.

e) Personal data will be stored until the elapse of the storage period, arising from the generally applicable laws, of the documentation related to the Contract.

f) Data will be made available only to the following recipients: persons authorised by the Data Controller for the processing of the personal data and to processors processing the data on behalf of the Data Controller under agreements concluded with the Data Controller.

g) The Commissioned Party has the following rights from the Data Controller, under the principles specified in the Regulation (EU) 2016/679 of the European Parliament and of the Council: right to access to their personal data, right to rectification and erasure of personal data, right to have incomplete personal data completed, right to restriction of processing of personal data, right to object to such processing, right to data portability, right to lodge a complaint with a personal data protection supervisory authority in accordance with the regulations on personal data protection.

h) Personal data will not be transferred to a third country as defined in the Regulation (EU) 2016/679 of the European Parliament and of the Council.

i) Decisions will not be based solely on automated processing, including profiling.

§ 9

The Contract has been drawn up in two counterparts, one for each Party.

University Commissioned Party