

1.	Field of study	Administration
2.	Faculty	Faculty of Law and Administration
3.	Academic year of entry	2025/2026 (winter term)
4.	Level of qualifications/degree	first-cycle studies
5.	Degree profile	general academic
6.	Mode of study	part-time

7.	General information about the module		
Module name		Protection of personal data	
Module code		odo_a1_06	
Number of the ECTS credits		2	
Language of instruction		Polish	
Purpose and description of the content of education		<p>The Personal Data Protection module aims to familiarize students with the objectives, principles and protection mechanisms used in the legal regulation of personal data protection. Personal data protection is a field of knowledge at the intersection of information, administrative, economic and legal sciences. As a subject of academic classes, personal data protection focuses on the presentation of basic protective regulations in the field in question. However, the knowledge and skills acquired should allow the student to independently analyze industry regulations in specific areas of social life of particular interest. In the implementation of the module, the student has the opportunity to learn the following key problem issues: protection of individual privacy as the essence of personal data protection, development of the idea of personal data protection, European and constitutional standards of personal data protection, subject and object scope of personal data protection, principles of personal data processing, duties of the personal data controller, rights of the data subject, control mechanisms, the issue of liability.</p> <p>The purpose of the course is primarily to familiarize the student with the standards of personal data protection and to provide practical skills for the implementation of personal data protection responsibilities. The graduate of the entrepreneurship course, thanks to the implementation of the module Personal data protection, will be prepared to perform various social roles in the market (entrepreneur, consumer, official, etc.) to the extent that they will exercise their rights and perform duties related to the processing of personal information. This is because the module is intended to provide students with practical skills in carrying out the requirements of doing business and exercising rights, to the extent that personal information processing is involved.</p> <p>Looking from the perspective of the teaching system, the subject is, moreover, to provide the basis for writing a thesis in the field of personal data protection, if the student is interested in such an issue. If the student decides to prepare a diploma thesis dealing with the issue of the obligations of the entrepreneur or the rights of customers in any of the fields (industries) of the economy, the module will help him to develop a chapter on the rights and obligations of the parties to the processing of personal data in his chosen field.</p>	
List of modules that must be completed before starting this module (if necessary)		not applicable	

8.	Learning outcomes of the module			
Code		Description	Learning outcomes of the programme	Level of competences (scale 1-5)
K01		identifies the legally required obligations of employees and employers with regard to the protection of personal data	K_K01	4

		K_K03	4
U01	assesses the importance of protecting personal data within the framework of the administration's activities	K_U01 K_U07	4 3
U02	defines the competence of administrative bodies in the field of personal data protection	K_U04	5
U03	prepares data protection requests and complaints	K_U02 K_U03 K_U05	4 4 4
W01	defines terms in the field of personal data protection	K_W13	5
W02	indicates normative solutions in the field of personal data protection	K_W05 K_W16	3 4

9.	Methods of conducting classes		
Code	Category	Name (description)	
a01	Lecture methods / expository methods	Formal lecture/ course-related lecture <i>a systematic course of study involving a synthetic presentation of an academic discipline; its implementation assumes a passive reception of the information provided</i>	

10.	Forms of teaching				
Code	Name	Number of hours	Assessment of the learning outcomes of the module	Learning outcomes of the module	Methods of conducting classes
01	lecture	20	exam	K01, U01, U02, U03, W01, W02	a01

11.	The student's work, apart from participation in classes, includes in particular:			
Code	Category	Name (description)		Is it part of the BUNA?
a01	Preparation for classes	Search for materials and review activities necessary for class participation <i>reviewing literature, documentation, tools and materials as well as the specifics of the syllabus and the range of activities indicated in it as required for full participation in classes</i>		No
a02	Preparation for classes	Literature reading / analysis of source materials <i>reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source materials to be used in class</i>		No
a04	Preparation for classes	Consulting materials complementary to those indicated in the syllabus <i>agreeing on materials complementary to those indicated in the syllabus, supporting the implementation of tasks resulting from or necessary for class participation</i>		No
b01	Consulting the curriculum and the organization of classes	Getting acquainted with the syllabus content <i>reading through the syllabus and getting acquainted with its content</i>		No
b02	Consulting the curriculum and the organization of classes	Verification / adjustment / discussion of syllabus provisions <i>consulting the content of the syllabus, possibly in the presence of the year tutor or members of the class group, and, if necessary, reassessing the provisions concerning special conditions for class participation, e.g., space and time requirements, technical and other requirements, including conditions</i>		No

		<i>for participation in classes outside the walls of the university, classes organized in blocks, organized online, etc.</i>	
c02	Preparation for verification of learning outcomes	Studying the literature used in and the materials produced in class <i>exploring the studied content, inquiring, considering, assimilating, interpreting it, or organizing knowledge obtained from the literature, documentation, instructions, scenarios, etc., used in class as well as from the notes or other materials/artifacts made in class</i>	No
d01	Consulting the results of the verification of learning outcomes	Analysis of the corrective feedback provided by the academic teacher on the results of the verification of learning outcomes <i>reading through the academic teacher's comments, assessments and opinions on the implementation of the task aimed at checking the level of the achieved learning outcomes</i>	No
d02	Consulting the results of the verification of learning outcomes	Development of a corrective action plan as well as supplementary/corrective tasks <i>reviewing and selecting tasks and activities enabling the elimination of errors indicated by the academic teacher, their verification or correction resulting in completing the task with at least the minimum passing grade</i>	No

Information on the details of the module implementation in a given academic year can be found in the syllabus available in the USOS system: <https://usosweb.us.edu.pl>.