

INFORMATION CLAUSE

ŁUKASIEWICZ RESEARCH NETWORK - INSTITUTE OF POLYMER MATERIALS

ON THE JOINT CONTROLLER OF PERSONAL DATA

Pursuant to Article 26 in conjunction with Article 13 and Article 14 of 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 (OJ L 119, p. EU L 119 of 4 May 2016, p. 1 and OJ L 127 of 23 May 2018, p. 2), hereinafter referred to as the "GDPR", we inform you about the principles of processing your personal data by the Joint Controllers and provide you with the main content of the arrangements for joint controllership of personal data.

1. Joint controllers of personal data

Your personal data are processed by the Joint Controllers within the meaning of Article 26 of the GDPR. The Co-Controllers are entities that are part of the Łukasiewicz Research Network, operating on the basis of the Act of 21 March 2019. *on the Łukasiewicz Research Network*, which have concluded an agreement on the joint administration of personal data to the extent necessary to perform the statutory tasks of the Łukasiewicz Research Network and its members.

The administrator providing this information is:

Łukasiewicz Research Network - Institute of Polymer Materials with its registered office in Toruń at 55 Marii Skłodowska-Curie Street, (87-100 Toruń), using the abbreviated name "**Łukasiewicz – IMPIB**", which can be contacted:

- 1) via e-mail address: **sekretariat@impib.lukasiewicz.gov.pl**;
- 2) by letter to the address of the registered office: 87-100 Toruń, 55 Marii Skłodowska-Curie Street or via the e-delivery box: **AE:PL-69485-13407-CBVJH-24**;
- 3) by phone: +48 (56) 650-00-44; fax number: +48 (56) 650-03-33, weekdays from 7.00 a.m. to 3.00 p.m.

The current list of all Co-Controllers is described below and is available on the website of the Łukasiewicz Research Network, at: <https://lukasiewicz.gov.pl/instituty-lista/>

2. Contact details of the Data Protection Officer

Each of the Joint Controllers has appointed their own **Data Protection Officer (DPO)**. These are the persons you can contact in matters related to the processing of your personal data.

The contact details of the Data Protection Officers are available on the website of each Co-Controller, but **you can contact the Data Protection Officer Łukasiewicz – IMPIB at: iod@impib.lukasiewicz.gov.pl** or by letter to the address of this Co-Controller.

Each of the Joint Controllers is responsible for the lawful processing of your personal data within the scope of their tasks. Regardless of the internal division of duties, you can exercise your rights under the GDPR against each of the Joint Controllers.

3. The main content of the arrangements between the Joint Controllers

On the basis of the joint controller agreement, each of the Joint Controllers processes your personal data to the agreed extent and only for the purposes related to the performance of statutory tasks, obligations and objectives of the Łukasiewicz Research Network and its constituent entities. As part of joint controllership, data may be processed using common ICT tools for communication, cooperation and management of information resources. The scope of data shared between the Joint Controllers is each time limited to the minimum necessary for the achievement of common processing purposes. Each of the Joint Controllers is responsible for the lawfulness of data processing operations carried out as part of their tasks.

If you wish to exercise your rights in relation to the processing of data by the Joint Controllers or simply to ask a question about these issues, you can contact us via e-mail **rodo@lukasiewicz.gov.pl** or the contact form available at **<https://lukasiewicz.gov.sharepoint.com/sites/RODO>**. You can also contact each Controller directly. If this Controller considers that the request should be considered by another Controller, then your application will be forwarded to the relevant Controller. As part of the agreement:

- 1) The Administrator who obtains your personal data fulfils the information obligations towards you resulting from Article 13 or Article 14 of the GDPR, including informing you about the co-administration of data and your rights;
- 2) each of the Joint Controllers is obliged to ensure that the personal data made available to the other Joint Controllers is up-to-date and correct;
- 3) as a rule, special categories of personal data referred to in Article 9(1) of the GDPR are not made available as part of Joint Controllership, unless such a possibility results from separate provisions of law and the relevant legal basis for processing;
- 4) data concerning the user's image, professional profile, professional experience or other information made available by the user in the collaboration tools may be processed only on the basis of their voluntary decision and may be deleted by the user on their own using the available system functionalities;
- 5) each of the Joint Controllers applies appropriate technical and organisational measures to ensure the security of personal data, while the Łukasiewicz Centre coordinates activities related to monitoring the security of common ICT solutions used by the Network entities;
- 6) The Joint Controller Agreement does not constitute a basis for monitoring the electronic correspondence conducted by the employee by other Joint Controllers; these issues are regulated by the law and internal regulations in force at the employer;
- 7) each Joint Controller is obliged to immediately inform the other Joint Controllers about the identified personal data protection breaches. In the event of a breach, joint actions are taken to remove the effects of the breach and limit its negative consequences for the data subjects. In cases required by the provisions of the GDPR, reporting a breach to the supervisory authority is carried out in accordance with the established division of responsibilities between the Joint Controllers.

4. Purposes and legal bases of data processing

Depending on the nature of the relationship with the Controller and the circumstances of the processing, your personal data may be processed:

- 1) in order to perform tasks carried out in the public interest entrusted to the entities of the Łukasiewicz Research Network, pursuant to Article 6(1)(e) of the GDPR;
- 2) in order to comply with the legal obligations incumbent on the Joint Controllers, pursuant to Article 6(1)(c) of the GDPR;
- 3) in order to conclude and perform a contract or to take steps prior to entering into a contract, pursuant to Article 6(1)(b) of the GDPR;
- 4) in order to pursue the legitimate interests of the Joint Controllers, pursuant to Article 6(1)(f) of the GDPR;
- 5) on the basis of consent, in accordance with Article 6(1)(a) of the GDPR, if consent constitutes the basis for processing;
- 6) in cases provided for by law, concerning special categories of personal data, on the grounds set out in Article 9(2) of the GDPR.

5. Categories of data subjects

Depending on the processing process, the data may concern, in particular: employees, former employees and job candidates; co-workers, apprentices and interns; contractors and persons representing or indicated by contractors for contact; participants in research projects, undertakings, programmes and initiatives carried out by the entities of the Łukasiewicz Research Network; participants in trainings, conferences, seminars and events organised by the Administrator; persons sending correspondence or contacting the Administrator; other persons whose data are processed in connection with the performance of statutory tasks of the entities of the Łukasiewicz Research Network.

6. Categories of data processed

Depending on the purpose of the processing, the following categories of personal data may be processed, in particular: identification data (name and surname); contact data (correspondence address, e-mail address and telephone number); data concerning employment, position held, function, qualifications and rights held; data necessary for authentication and use of ICT systems; information on the IT equipment used and ICT resources assigned; information on the user's activity in IT systems, including data related to logging in, using the services provided and

operations; information, documents and materials published, made available or transmitted as part of the IT tools and systems used; other personal data necessary to achieve the purposes of processing resulting from the activities of the entities of the Łukasiewicz Research Network.

7. Data recipients or categories of data recipients

The recipients of your personal data may be Joint Controllers to the extent necessary to achieve common processing purposes and entities providing us with services necessary to achieve the purposes of processing (e.g. IT/ICT service providers, postal/courier companies, law firms, security agencies, auditors, advisors and health and safety and fire protection specialists).

We entrust or share this data only on the basis of appropriate data processing agreements or in compliance with appropriate legal requirements. We make sure that the cooperating entities guarantee the highest security standards and protect your privacy. Our authorized employees also have access to the data – only to the extent necessary to perform their daily duties.

In addition, we may make your personal data available to external entities, including the media and authorized state authorities (e.g. courts, police, prosecutor's office, NIK, ZUS, ABW, CBA, KAS), only if it results directly from generally applicable law.

8. Data retention period

Your personal data will be stored for the period necessary to achieve the purpose for which they were collected, and then for the period required by law, in particular the regulations on archiving, registry and record-keeping, in accordance with the Uniform Material List of Files (JRWA) in force at the Administrator, prepared on the basis of the provisions of the Act of 14 July 1983. *on National Archival Resources and Archives*. The data may also be stored for the period necessary to establish, pursue or defend claims, until the expiry of their limitation periods.

In the case of personal data processed on the basis of consent, the data will be stored until the consent is withdrawn or the purpose for which the consent was granted ceases to exist, unless further processing is permissible under the provisions of law.

9. Rights of data subjects

In connection with the processing of your personal data, you have the right to:

- access to your personal data and obtain a copy of it (Article 15 of the GDPR);
- rectify (correct) their personal data if they are incorrect or incomplete (Article 16 of the GDPR);
- request the deletion of personal data in cases provided for by law (Article 17 of the GDPR);
- request restriction of processing of personal data (Article 18 of the GDPR);
- data portability, if the processing is based on consent or a contract and by automated means (Article 20 GDPR);
- object to the processing of personal data carried out on the basis of Article 6(1)(e) or (f) of the GDPR, for reasons related to your particular situation, on the terms set out in Article 21(1) of the GDPR;
- withdraw consent at any time if the processing is carried out on the basis of Article 6(1)(a) or Article 9(2)(a) of the GDPR, whereby the withdrawal of consent does not affect the lawfulness of the processing carried out before its withdrawal.
- lodge a complaint with the President of the Office for Personal Data Protection, in accordance with Article 77 of the GDPR – if you believe that we process data unlawfully. A complaint to the President of the Office for Personal Data Protection – should be submitted to the address: 00-193 Warsaw, 2 Stawki Street, tel. 22 531 03 00, e-mail: <https://uodo.gov.pl/pl/p/kontakt>.

At the same time, we would like to inform you that the exercise of certain rights may be subject to restrictions resulting from the provisions of law, in particular in the case of data processing necessary to fulfil a legal obligation incumbent on the Administrator, to perform a task carried out in the public interest, as well as to establish, pursue or defend against claims.

Regardless of the provisions of the agreements between the Joint Controllers, you can exercise your rights under the GDPR against each of the Joint Controllers.

10. Profiling and automated decision-making

We do not use automated decision-making in individual cases with regard to your personal data, including profiling in accordance with Articles 20 and 22 of the GDPR.

11. Information on the requirement to provide data

Providing personal data may be a statutory or contractual requirement or a condition for concluding a contract, depending on the purpose and basis for processing. In cases where the obligation to provide data results from the provisions of law, failure to provide them may prevent the performance of obligations or rights provided for in these provisions. If providing data is necessary to conclude or perform a contract, failure to provide them may result in the inability to conclude or perform the agreement. In other respects, providing data is voluntary, but failure to provide them may prevent the purpose for which the data is collected.

12. Source of data origin

As a rule, personal data is obtained directly from you. In justified cases, the data may be obtained from other Joint Controllers, cooperating entities, contractors, employers, public administration bodies, from publicly available registers or from other sources in accordance with the law. The scope of the data obtained depends on the purpose of their processing and is limited to the data necessary to achieve this purpose.

13. Information about the intention to transfer personal data to a recipient in a third country or an international organisation and about the determination or absence of an adequate level of protection by the European Commission or in the case of a transfer referred to in Article 46, Article 47 or Article 49(1), second subparagraph, GDPR.

We do not currently transfer or plan to transfer personal data to third countries (outside the EEA) or international organizations. Exceptions are the use of Microsoft 365 and Active Directory software, which involves storing data in the cloud within the Microsoft 365 tenant structure and may result in data being transferred outside the EEA. However, Microsoft guarantees the highest standards of security and privacy protection, as confirmed by independent audits and ISO/IEC 27001 and ISO 27018 certifications, guaranteeing compliance with international standards and assurance that your data in the cloud and within the tenant will not be used for marketing purposes.

The following documents govern Microsoft's data processing and data protection policy:

- "Microsoft Privacy Statement" – available at the link: <https://www.microsoft.com/pl-pl/privacy/privacystatement> and;
- "Microsoft Services Agreement" - link: <https://www.microsoft.com/pl-pl/servicesagreement>

14. Current list of Joint Controllers

The co-controllers of personal data together with the Łukasiewicz Research Network – Institute of Polymer Materials are currently the following:

- 1) Łukasiewicz Center with its registered office in Warsaw at 469 Puławska Street, 02-844 Warsaw;
- 2) Łukasiewicz Research Network – Institute of Industrial Chemistry – 01-793 W-wa, 8 Rydygiera Street;
- 3) Łukasiewicz Research Network – Institute of Electrical Engineering - 04-703 W-wa, 28 Pożaryskiego Street;
- 4) Łukasiewicz Research Network – Institute of Aviation - 02-256 W-wa, Al. Krakowska 110/114;
- 5) Łukasiewicz Research Network - ITECH Institute of Innovation and Technology - 00-879 W-wa, 87 Żelazna Street;
- 6) Łukasiewicz Research Network – Institute of Organic Industry – 03-236 W-wa, 6 Annopol Street;
- 7) Łukasiewicz Research Network - Institute of Microelectronics and Photonics - 02-668 W-wa, al. Lotników 32/46;
- 8) Łukasiewicz Research Network – Tele- and Radio Technical Institute - 03-450 W-wa, 11 Ratuszowa Street;
- 9) Łukasiewicz Research Network – Warsaw Institute of Technology - 01-796 W-wa, 3 Duchnicka Street;
- 10) Łukasiewicz Research Network – Industrial Institute for Automation and Measurements PIAP - 02-486 W-wa, Al. Jerozolimskie 202;
- 11) Łukasiewicz Research Network – Automotive Industry Institute – 03-301 W-wa, 55 Jagiellońska Street;

- 12) Łukasiewicz Research Network – Institute of Exploitation Technology – 26-600 Radom, 6/10 Pułaskiego Street;
- 13) Łukasiewicz Research Network – Poznań Institute of Technology – 61-755 Poznań, 6 Estkowskiego Street;
- 14) Łukasiewicz Research Network - Lodz Institute of Technology - 90-570 Łódź, 19/27 Marii Skłodowska-Curie Street;
- 15) Łukasiewicz Research Network – Institute of New Chemical Syntheses – 24-110 Puławy, 13A Tysiąclecia Państwa Polskiego Street;
- 16) Łukasiewicz Research Network – PORT - Polish Centre for Technology Development 54-066 Wrocław, 147 Stabłowicka Street.
- 17) Łukasiewicz Research Network – Institute of Heavy Organic Synthesis "Błachownia" -47-225 Kędzierzyn-Koźle, 9 Energetyków Street;
- 18) Łukasiewicz Research Network – Upper Silesian Institute of Technology – 44-100 Gliwice, 12-14 Miarki Street;
- 19) Łukasiewicz Research Network – Institute of Non-Ferrous Metals – 44-100 Gliwice, 5 Sowińskiego Street;
- 20) Łukasiewicz Research Network – EMAG Institute of Innovative Technologies – 40-189 Katowice, 31 Leopolda Street;
- 21) Łukasiewicz Research Network – Krakow Institute of Technology – 30-418 Krakow, 73 Zakopiańska Street;
- 22) Łukasiewicz Research Network - Institute of Ceramics and Building Materials - 31-983 Cracow, 8 Cementowa Street.