

INFORMATION CLAUSE

ŁUKASIEWICZ RESEARCH NETWORK - INSTITUTE OF POLYMER MATERIALS

ON THE PROCESSING OF PERSONAL DATA OF PERSONS, WHOSE DATA HAVE BEEN OBTAINED BY MEANS OTHER THAN FROM THE DATA SUBJECT

In order to comply with the legal obligation imposed on the Controller of personal data by the provisions of Article 14(1) and (2) 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 – (General Data Protection Regulation), (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 GDPR**, we hereby inform you that:

1. The administrator of personal data is:

Łukasiewicz Research Network - Institute of Polymer Materials (abbreviated name **Łukasiewicz-IMPIB**) with its registered office at 55 Marii Skłodowska - Curie Street, (87-100 Toruń), 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 no.: +48 (56) 650-03-33, weekdays from 7:00 a.m. to 3:00 p.m.

2. Contact details of the Data Protection Officer

The Administrator has appointed a Data Protection Officer, who can be contacted electronically by e-mail: iod@impib.lukasiewicz.gov.pl or by letter to the Administrator's address, in all matters related to the processing of personal data and the exercise of rights related thereto.

3. Purposes of processing and legal basis of processing

Your personal data may be processed for the following purposes:

- 1) performance of statutory tasks of the Network's institute operating on the basis of the Act of 21 March 2019. *on the Łukasiewicz Research Network*, in particular scientific, research, development, implementation, educational and cooperation with scientific and economic partners, pursuant to Article 6(1)(e) of the GDPR;
- 2) take actions prior to entering into a contract, concluding and performing contracts, agreements or other forms of cooperation, pursuant to Article 6(1)(b) of the GDPR;
- 3) to fulfil the legal obligations incumbent on the Administrator, resulting in particular from the provisions concerning scientific activity, accounting, taxes, public procurement and cybersecurity, pursuant to Article 6(1)(c) of the GDPR;
- 4) implementation of the Administrator's legitimate interests, consisting in particular in cooperation with contractors, scientific and business partners, maintaining business contacts, organizing the Institute's activities, ensuring the security of persons, property and information, as well as establishing, pursuing or defending against claims, pursuant to Article 6(1)(f) of the GDPR;
- 5) carrying out activities requiring the consent of the data subject, if such consent has been granted to the Controller or the entity that provided the data to the Controller, pursuant to Article 6(1)(a) of the GDPR, and in the case of special categories of data also Article 9(2)(a) of the GDPR.

4. Categories of data subjects:

The Administrator may process personal data of persons representing, acting for or in business, professional or organizational relations with entities cooperating with the Administrator, as well as other persons whose data have been obtained from third parties, public registers or other sources available in accordance with the law.

5. Type of personal data:

Depending on the purpose of processing and the source of origin of the data, the following categories of personal data may be processed: identification data, in particular name and surname, professional or scientific title, position or function; contact data, in particular correspondence address, e-mail address, telephone number and other contact data; data concerning the employment, cooperation or representation of a specific entity, including the name of the employer or organization, position, function and scope of authorization to act on behalf of a given entity; data related to participation in scientific, research, development,

implementation, educational, training or organizational projects; data contained in documents provided to the Administrator by cooperating entities, public administration bodies, public registers or other authorized sources; data necessary for the performance of legal obligations, the conclusion or performance of a contract, the conduct of cooperation, business communication and the pursuit or defence of claims;

6. Data recipients or categories of data recipients

The recipients of your personal data may be 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 relevant 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.

7. 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.

8. Rights of data subjects

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

- access to the content of your personal data and obtain a copy thereof (Article 15 of the GDPR);
- rectify (correct) your personal data if it is 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, where 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.

9. 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.

10. Information on voluntariness or obligation to provide data

Personal data were not obtained directly from you. Therefore, the obligation or voluntariness of providing them should be assessed in the relationship between you and the entity that made your personal data available to the Administrator. Depending on the purpose of processing, providing data could be a statutory or contractual requirement or a condition for undertaking certain activities, implementing cooperation, a project or other undertaking.

11. Source of data origin

Your personal data have been obtained from the entity you represent, your employer or the entity with which you cooperate, from a contractor, business partner or other entity cooperating with the Administrator, as well as from publicly available registers and records (e.g. National Court Register, CEIDG) or publicly available sources of information related to your professional, scientific or business activity.

12. 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>