

INFORMATION CLAUSE
ŁUKASIEWICZ RESEARCH NETWORK - INSTITUTE OF POLYMER MATERIALS
ABOUT THE PROCESSING OF PERSONAL DATA
FOR CANDIDATES
(WORK, INTERNSHIP, INTERNSHIP)

In compliance with the legal obligation arising from Article 13(1) and (2) and 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) – 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 will be processed on the basis of:

- 1) Article 6(1)(b) of the GDPR – in order to carry out the recruitment procedure aimed at establishing an employment relationship or performing work on a basis other than an employment relationship or other form of cooperation (internship, apprenticeship, apprenticeship);
- 2) Article 6(1)(c) and (e) of the GDPR – in order to fulfil the legal obligations incumbent on the Administrator, in connection with the provisions of the labour law, in particular Article 22 (1) § 1 of the Act of 26 June 1974 – *the Labour Code*, and to perform tasks in the public interest, resulting from the fact that the Administrator – as an institute of the Łukasiewicz Research Network – belongs to the system of higher education and science (Article 7(1)(6b) of the Act of 20 July 1974 2018 – *Law on Higher Education and Science*) and operates as a state legal entity on the basis of the Act of 21 March 2019. *o Łukasiewicz Research Network*;
- 3) pursuant to Article 6(1)(f) of the GDPR – in order to pursue the Administrator's legitimate interest consisting in establishing, pursuing or defending against claims related to the conduct of the recruitment procedure;
- 4) Article 6(1)(a) of the GDPR – your consent. It applies to data that you do not require by law to provide, and which you provide of your own free will (e.g. you voluntarily include your image, information about interests or consent to participate in future calls for proposals in your CV or cover letter).

4. Categories of data subjects:

In particular: (1) persons applying for employment or employment on a basis other than an employment relationship; (2) school pupils intending to undergo practical vocational training; (3) school graduates intending to undergo a graduate traineeship; (4) students intending to undergo a professional traineeship; (5) adults intending to undergo an internship or apprenticeship in order to obtain their qualifications or professional skills.

5. Type of personal data and categories of data subjects

In the recruitment process, we will process your: (1) basic data (required by the Labour Code) such as: name(s) and surname, date of birth, contact details (if you provide them), education, professional qualifications and the course of previous employment or education; (2) additional data (provided voluntarily in your CV) - your image (photo) and other information that you include in it; (3) data on convictions - we will process them only if the obligation or right to obtain them results directly from separate legal provisions for a given position; (4) sensitive data (e.g. about

health, disability group) - we will process them only if you voluntarily consent to it (e.g. in order to adapt the recruitment process) or when it is required by special provisions of law.

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 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 or tax office), only if it results directly from generally applicable law.

7. Data retention period

We process your personal data in accordance with the provisions of law (Act of 14 July 1983. *on National Archival Resources and Archives*) and our internal procedures (JRWA), as follows:

- 1) in the case of spontaneous recruitment (without an advertisement):
 - a) the originals of the documents must be collected in person within 30 days from the date of submission, after which the uncollected originals will be sent back to your address,
 - b) copies of documents will be destroyed immediately after the verification of the application is completed, and if you give your consent to participate in subsequent calls, your data will be processed until the withdrawal of this consent, but no longer than for 2 years from the date of their submission;
- 2) When recruiting from an advertisement:
 - a) the original documents must be collected in person within 30 days from the date of completion of the recruitment (recruitment decision), after which the uncollected originals will be sent back to your address,
 - b) copies of documents: if you do not agree to participate in future calls – we destroy them after 3 months from the end of the recruitment process, and if **you agree** to participate in subsequent calls – we store them until you withdraw your consent, but no longer than for 2 years from the date of their submission.

8. Your rights

Under the GDPR, you have the following rights:

- you can check what data we process about you and receive a copy of it (Article 15 of the GDPR);
- you have the right to request the correction of incorrect or incomplete data (Art. 16 GDPR);
- in certain situations, you can request the deletion of your application documents (*"right to be forgotten"*), after the end of the recruitment process or after the withdrawal of consent - Article 17 of the GDPR);
- you can suspend the processing of your data for the duration of the processing of your request (Article 18 of the GDPR);
- you may receive your data in a structured format if it is processed on the basis of consent or a contract (Article 20 of the GDPR);
- you can object to the processing of your data for the purposes of legitimate interests (Article 21 of the GDPR);
- if you believe that we process data unlawfully, you can file a complaint with the supervisory authority – the President of the Office for Personal Data Protection – at the address: 00-193 Warsaw, 2 Stawki Street, tel. 22 531 03 00, e-mail: <https://uodo.gov.pl/pl/p/kontakt> (Article 77 of the GDPR);
- if the recruitment is based on your consent (e.g. for future recruitment or additional data), you can withdraw it at any time without affecting the lawfulness of the previous processing (Art. 7 GDPR).

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. Source of data origin

Your personal data has been obtained directly from you, from publicly available professional sources (e.g. LinkedIn) or from third parties (e.g. recruitment agencies or as part of an employee recommendation).

11. Information on voluntariness or obligation to provide data

Providing your personal data is a requirement of the law on the basis of which the Administrator operates; if you refuse to provide your data or provide incorrect data, the Administrator will not be able to achieve the purpose to which it is obliged by law. With regard to data processed on the basis of consent, providing them is voluntary.

12. Information about the intention to transfer personal data to a recipient in a third country or 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>