

INFORMATION CLAUSE

ŁUKASIEWICZ RESEARCH NETWORK - INSTITUTE OF POLYMER MATERIALS

ABOUT THE PROCESSING OF PERSONAL DATA

FOR PEOPLE CORRESPONDING WITH THE INSTITUTE

(SUBMITTING COMPLAINTS, REQUESTS, QUERIES OR PETITIONS)

In order to comply with the legal obligation imposed on the Controller of personal data by the provisions of 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), (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

If you contact the Administrator via the form "*We invite you to cooperate*", "*Ask for an offer*", "*Contact us*" or another form available on the Administrator's website, as well as electronically or by letter, in matters not resulting from the Act on Access to Public Information or the Press Law, we process your personal data for the purpose of:

- 1) handling correspondence, responding, keeping case documentation and protection against possible claims, pursuant to Article 6(1)(f) of the GDPR,
- 2) fulfilling legal obligations related to keeping, recording, storing and archiving documentation, resulting from the regulations governing the Administrator's activities, archival regulations and other generally applicable legal provisions, pursuant to Article 6(1)(c) of the GDPR.

If you send correspondence to the Administrator in the manner specified in the *Code of Administrative Procedure* or the *Act on Petitions*, we would like to inform you that the provisions of these acts do not apply to the Administrator in principle. The Administrator, as an institute of the Łukasiewicz Research Network, is not a public administration body or an entity performing tasks in the field of public administration. Therefore, such a request may be considered outside the procedures provided for in the above-mentioned acts or remain unexamined. If the Administrator decides to consider the application and provide a response, your personal data will be processed for the purposes and on the legal grounds indicated in points 1 and 2 above.

4. Type of personal data and categories of data subjects

With regard to natural persons, proxies and statutory representatives of natural persons, natural persons representing legal persons, other organizational units, organizations or groups of persons sending correspondence to the Institute, the scope of these data includes: identification data (name, surname), contact data (correspondence address, e-mail address, telephone number), technical data related to the use of ICT services (including IP address, date and time of connection and information resulting from system logs) and data contained in applications, correspondence and documents.

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

5. Data retention period

Your personal data will be stored for the period necessary to consider the complaint, application, query or petition lodged, and after this period for archival purposes, for the period specified in the provisions of generally applicable law, including m.in. the Act of 14 July 1983 *on the National Archival Resources and Archives* and the Uniform Material List of Files (JRWA) in force at the Administrator.

6. Your rights

Under the GDPR, you have the following rights:

- 1) access to personal data, including obtaining a copy of the data, on the basis of Article 15 of the GDPR;
- 2) request the rectification of personal data, if it is incorrect or incomplete, on the basis of Article 16 of the GDPR;
- 3) request the deletion of personal data, in the cases specified in Article 17 of the GDPR;
- 4) request restriction of processing of personal data, on the terms set out in Article 18 of the GDPR;
- 5) the right to object to the processing of personal data, if the data is processed on the basis of Article 6(1)(f) of the GDPR, in accordance with Article 21 of the GDPR;
- 6) 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>.

7. 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.

8. Source of data origin

Your personal data has been obtained directly from you or from an entity that you represent or cooperate with.

9. Information on voluntariness or obligation to provide data

Providing personal data is necessary to conduct correspondence and to consider and settle the matter to which the correspondence relates. Failure to provide data may make it impossible or difficult to respond, consider the case or take actions to which the correspondence relates.

10. 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>