

INFORMATION CLAUSE

ŁUKASIEWICZ RESEARCH NETWORK - INSTITUTE OF POLYMER MATERIALS

ABOUT THE PROCESSING OF PERSONAL DATA

FOR PARTICIPANTS OF TRAININGS AND WORKSHOPS

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-IMPİB**) 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) GDPR – for the purpose of organizing, conducting and settling a lecture, seminar, workshop, training and other didactic activities (hereinafter: "**Classes**"), issuing a certificate and making materials available, on the basis of an agreement concluded with you, your Employer or another person financing (sponsoring) your participation;
- 2) Article 6(1)(c) and (e) of the GDPR – in order to fulfil its legal obligations as a state-owned legal entity (including obligations arising m.in from Articles 5 and 5a of the Act of 16 December 2016 . *on the principles of state property management*) and to perform tasks in the public interest, as it is an institute of the Łukasiewicz Research Network, operating on the basis of the Act of 21 February 2019. *o Łukasiewicz Research Network* and entering the system of higher education and science, we carry out tasks resulting from Article 7(1)(6b) of the *Law on Higher Education and Science*;
- 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 performance of the agreement;
- 4) Article 6(1)(a) of the GDPR – your consent. Consent is required when the right to process personal data does not result directly from the provisions of law, and you provide the Administrator with more data on your own initiative than is necessary to deal with your case (the so-called clearly confirmatory action).

If **you are under 16 years of age**, the processing of your personal data as part of the online services is only lawful if your parent or legal guardian has given or approved it – and only to the extent of your consent.

Providing personal data is voluntary, but necessary to enter the area where the Classes will take place.

4. Type of personal data and categories of data subjects

With regard to: (1) representatives of the Parties, employees, associates and other persons (guests, representatives of the organizers, staff) or others whose personal data have been made available for the purpose of concluding and performing this agreement, the scope of such data includes: name, surname, position (function), academic or professional degree or title, place of work, business telephone number and e-mail address; (2) participants of the Classes includes, in particular: (a) data provided in the application form: name(s), surname, industry, place and position of work/study (affiliation) and contact details (phone number, e-mail address); (b) data necessary to gain access to the area where the Classes are held (e.g. ID number or authorization data); (c) Image (appearance, voice, statements recorded during the Classes) – if they will be subject to audio and/or video recording; (d) handwritten signature and; (e) other data necessary for the issuance of certificates/certificates of completion of the Classes. In the case of paid participation – also data necessary to issue an invoice or confirm the fee (full name of the company/institution, NIP, street and number, postal code, city and country or bank account details).

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.

For marketing and informational purposes, we may publish your personal data (including image or statements) in our materials, social media (such as Facebook, Instagram, LinkedIn, YouTube or X) and scientific publications – only on the basis of your separate consent, unless the provisions of **Article 81 of the Act** of 4 February 1994 apply. **on copyright and related rights**.

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.

6. Data retention period

Your personal data will be processed for as long as required by law or until the purposes of their collection cease to exist, in the following periods:

- 1) performance of the contract and claims - for the duration of the agreement, and after its termination for the period of limitation of any claims (counted from the end of the calendar year):
 - up to 6 years – for general and property claims,
 - up to 3 years – for claims related to running a business or periodic benefits;
- 2) archival obligations - for the period specified in the provisions of the Act of 14 July 1983. *on the National Archival Resources and Archives* and the Uniform Material List of Records (JRWA) of the Administrator;
- 3) within the scope of your consent - until its withdrawal. However, the withdrawal of consent does not affect the lawfulness of the processing that took place before its withdrawal and may be limited by the limitation periods of claims (indicated in points 1 and 2 above) if there is another legal basis for their processing.

7. 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 data ("*right to be forgotten*" – Article 17 GDPR);
- you can suspend the processing of your data for the duration of the processing of your request (Article 18 of the GDPR);
- you have the right to be notified of the rectification, erasure or restriction of processing (Art. 19 GDPR);
- you can receive your data in a structured format or have it sent to another controller (Article 20 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);
- You can withdraw your consent at any time, but this does not affect the lawfulness of the processing that took place before its withdrawal (Article 7 of the GDPR).

The right specified in Articles 15-16 and 18-21 of the GDPR **is subject to restrictions** to the extent described in Article 2 of the Act of 10 May 2018. *on the protection of personal data* – i.e. in the case of editing, preparing, creating or publishing press materials within the meaning of the Act of 26 January 1984 – Press Law and in the field of literary or artistic activity or academic statements.

8. 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.

9. Source of data origin

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

10. 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.

11. 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>

