

INFORMATION CLAUSE

ŁUKASIEWICZ RESEARCH NETWORK - INSTITUTE OF POLYMER MATERIALS ABOUT THE PROCESSING OF PERSONAL DATA FOR PARTICIPANTS IN COMPETITIONS

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

We process your personal data:

- 1) in order to accept the application, organize, conduct and settle the competition and contact the participants in matters related to the competition, pursuant to Article 6(1)(b) of the GDPR;
- 2) in order to fulfil obligations arising from legal provisions, in particular tax, accounting and archiving, pursuant to Article 6(1)(c) of the GDPR;
- 3) for the purpose of awarding, issuing and settling prizes or distinctions, pursuant to Article 6(1)(b) and (c) of the GDPR;
- 4) in order to conduct the competition, announce its results and inform about the Administrator's scientific, educational and promotional activities, the participants' data in the scope of name, surname, name of the team, represented organizational unit or place occupied may be published on the Administrator's website, in social media or other information materials of the Administrator, pursuant to Article 6(1)(e) of the GDPR;
- 5) in order to establish, pursue or defend claims related to the organization or participation in the competition, pursuant to Article 6(1)(f) of the GDPR, where the legitimate interest of the Administrator is the protection of its rights and interests.

4. Type of personal data and categories of data subjects

Depending on the nature of the competition and in relation to: participants in competitions organized by the Łukasiewicz Research Network – Institute of Polymer Materials (the Administrator), including minors, the following data may be processed, in particular: name and surname; contact data, such as e-mail address or phone number; name of the organizational unit or team, if applicable; data contained in the application form; information on participation and results of the competition; data necessary for the issuance or settlement of the prize.

In the case of underage participants, the data of parents or legal guardians necessary to register the participant for the competition, contact them in matters related to the competition and the exercise of rights and obligations arising from participation in the competition may also be processed, in particular: name and surname; telephone number; e-mail address; correspondence address; and data contained in consents, statements and forms related to the participant's participation in the competition.

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.

For informational, promotional and marketing purposes, your personal data, including your image or statements, may be published in the Administrator's materials, on websites, social media and scientific publications on the basis of a separate consent of the data subject, and in the case of persons under 18 years of age, the consent of a parent or legal guardian, if such consent is required in accordance with Article 81 of the Act of 4 February 1994. *on Copyright and Related Rights*.

6. Data retention period

Your personal data will be stored for the period necessary to organize, conduct and settle the competition, including awarding and issuing prizes and considering any complaints. Subsequently, the data will be stored for the period resulting from the provisions of generally applicable law, in particular those concerning the archiving of documentation, including 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. The data may also be stored for the period necessary to establish, pursue or defend any claims related to the organization and course of the competition.

7. Your rights

Under the GDPR, you have the following rights:

- 1) access to their personal data, including obtaining a copy of the data, on the terms set out in Article 15 of the GDPR;
- 2) request the rectification of personal data if it is incorrect or incomplete, in accordance with 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, in accordance with Article 18 of the GDPR;
- 5) object to the processing of personal data, to the extent that 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>.

The right to delete data and the right to object may be limited in cases provided for in the provisions of the GDPR, in particular when the processing is necessary for the performance of the Controller's legal obligations related to the organization and settlement of the competition, the establishment, pursuit or defence of claims or the archiving of documentation.

The right to data portability does not apply to the extent that the data is processed on the basis of Article 6(1)(c) or (e) of the GDPR.

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 personal data is voluntary, but necessary to participate in the competition. In the case of participants who are under 18 years of age, the required declarations related to participation in the competition are submitted by a parent or legal guardian, if required by law or the rules of the competition. Failure to provide data may prevent participation in the competition, contact in organizational matters or the issuance of the prize.

In the case of underage participants, consent to the recording and dissemination of the image, if required, is given by a parent or legal guardian.

Participation in the photo session organized in connection with the competition is voluntary. Lack of consent to photograph or disseminate the image does not affect the possibility of participating in the competition. Detailed information on image processing is provided separately.

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>

