

INFORMATION CLAUSE

ŁUKASIEWICZ RESEARCH NETWORK - INSTITUTE OF POLYMER MATERIALS

ABOUT THE PROCESSING OF PERSONAL DATA

PERSONS PARTICIPATING IN THE CONCLUSION AND IMPLEMENTATION OF CIVIL LAW CONTRACTS

In order to comply with the legal obligation imposed on the Controller of personal data by the provisions of Article 13(1) and (2) of the Regulation. 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 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 concluding and performing an agreement, if you are a party to an agreement concluded with the Administrator;
- 2) Article 6(1)(f) of the GDPR – in order to pursue the legitimate interests of the Administrator consisting in verifying the authorisation of persons acting on behalf of the Contractor, ensuring ongoing communication related to the conclusion and performance of the contract, proper performance of contractual relations and establishing, pursuing or defending against claims;
- 3) Article 6(1)(c) - in order to fulfil obligations arising from the provisions of law, including in particular obligations arising from: tax regulations, the Accounting Act, the Public Finance Act, regulations governing the activities of the Łukasiewicz Research Network and other regulations applicable to the conclusion and performance of contracts;
- 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).

Your personal data may be processed on the basis of Article 6(1)(e) of the GDPR to the extent necessary for the performance of the statutory tasks of the Administrator performed in the public interest, specified in the Act on the Łukasiewicz Research Network (implementation of research, development, implementation m.in activities).

4. Type of personal data and categories of data subjects

With regard to natural persons who are parties to civil law contracts, persons representing contractors, proxies, proxies, contact persons and employees and associates of contractors participating in the conclusion, implementation and settlement of civil law contracts, the following categories of personal data are processed: identification data (name and surname), professional data (position or function, academic or professional degree or title, place of work), contact data (correspondence address, e-mail address, telephone number), data contained in powers of attorney or other documents related to the conclusion and performance of the agreement, and data necessary for the settlement of the agreement.

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.

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 Controller's Uniform Material List of Files (JRSA);
- 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:

- 1) access to personal data (Article 15 of the GDPR);
- 2) rectification of data (Article 16 of the GDPR);
- 3) erasure of data in the cases specified in Article 17 of the GDPR;
- 4) restriction of data processing (Article 18 of the GDPR);
- 5) data portability, in the cases specified in Article 20 of the GDPR;
- 6) object to data processing based on Article 6(1)(e) or (f) of the GDPR (Article 21 GDPR);
- 7) 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>;
- 8) 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).

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, it has been provided by the entity you represent, with which you cooperate or which has indicated you as a person participating in the conclusion or performance of the contract.

10. Information on voluntariness or obligation to provide data

Providing personal data is: a condition for concluding and performing a contract, if you are a party to it; necessary to represent a contractor or perform duties related to the performance of the contract, if you act on their behalf. Failure to provide data may make it impossible to conclude, perform or settle the contract.

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>