

INFORMATION CLAUSE

ŁUKASIEWICZ RESEARCH NETWORK - INSTITUTE OF POLYMER MATERIALS ABOUT THE PROCESSING OF PERSONAL DATA CREATORS AND OTHER PERSONS PARTICIPATING IN THE EXERCISE OF INTELLECTUAL PROPERTY RIGHTS

In compliance 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. OJ L 119 of 4 May 2016, p. 1 and OJ L 119. EU 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

We process your personal data:

- 1) in order to determine authorship or co-authorship, determine, protect, exercise and manage intellectual property rights, including filing notifications, obtaining legal protection and conducting proceedings before competent authorities, pursuant to Article 6(1)(c) and (e) of the GDPR, in connection with the regulations governing the activities of the Łukasiewicz Network institute, the protection of industrial property and copyright;
- 2) in order to perform the statutory tasks of the Administrator related to scientific, research, development, implementation and commercialization of research results, pursuant to Article 6(1)(e) of the GDPR;
- 3) for the purpose of managing intellectual property rights, including concluding and performing contracts, commercializing research results and determining and paying remuneration, prizes or other benefits due to creators and other entitled persons, pursuant to Article 6(1)(b) and (c) of the GDPR, in connection with the applicable law and the Intellectual Property Rights Management Regulations applicable to the Administrator;
- 4) in order to fulfil obligations arising from legal provisions, in particular accounting, tax and archiving, pursuant to Article 6(1)(c) of the GDPR;
- 5) in order to establish, pursue or defend claims related to research, implementation, commercialization and intellectual property rights, pursuant to Article 6(1)(f) of the GDPR, where the legitimate interest of the Administrator is the protection of its rights and interests;
- 6) in order to protect trade secrets, know-how and other protected information, pursuant to Article 6(1)(f) of the GDPR.

4. Type of personal data and categories of data subjects

With regard to: creators of inventions, utility models, industrial designs and other results of intellectual activity; co-creators and co-authors; authors of documentation, studies, expert opinions and other works; persons reporting or participating in processes related to the protection, evaluation, commercialization or management of intellectual property rights; attorneys, statutory representatives and persons representing creators or authorized

entities; persons indicated in the documentation concerning the results of scientific, research and development or inventive activities, the following types of personal data are processed: identification data, including name, surname, degree or academic title; contact data, including correspondence address, e-mail address and telephone number; data concerning employment, cooperation or organizational relations with the Administrator; data contained in application, patent, design, scientific or implementation documentation; information concerning authorship, co-authorship, co-creation and participation in the creation of the results of intellectual activity; financial data necessary for the payment of remuneration, awards or other receivables related to intellectual property rights; other data necessary for the achievement of the indicated purposes of processing.

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 provisions of law, and to the Patent Office of the Republic of Poland, the European Patent Office, the European Union Intellectual Property Office and patent attorneys, law firms and other professional attorneys.

6. Data retention period

Your personal data will be stored for the period necessary to achieve the purposes related to the establishment, protection, exercise and commercialization of intellectual property rights, and then for the period resulting from the provisions of generally applicable law, in particular those relating to 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. In the case of intellectual property rights, the data may be stored for the entire period of existence of these rights, as well as for the period necessary to establish, exercise, protect, pursue or defend related claims.

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, the protection of intellectual property rights, 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

Personal data may be obtained directly from you or from documentation related to the protection, management and commercialization of intellectual property rights, as well as from co-creators, project partners, entities cooperating with the Administrator and other persons or entities authorized to transfer data on the basis of legal provisions or concluded agreements.

10. Information on voluntariness or obligation to provide data

Providing personal data is mandatory if it results from the provisions of law or is necessary for the exercise of rights and obligations related to the protection, management, commercialization or exercise of intellectual property rights. Failure to provide data may make it impossible to identify the creator, determine the scope of your rights, make a notification, conclude a contract or perform other activities related to the protection or exercise of intellectual property rights.

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>