

INFORMATION CLAUSE

Date: 30 March 2022

Version 1

Pursuant to Article 13(1) and (2) and Article 14 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, we implement our information obligation.

We would like to inform you that the abbreviations used in this information clause have the following meaning:

1. **Personal Data/Data** - means information about an identified or identifiable natural person ("data subject"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the natural person;
2. **Data Recipient** – shall mean a natural or legal person, public authority, entity or any other body to whom personal data are disclosed, whether or not it is a third party. However, public authorities, which may receive personal data in the context of a particular procedure pursuant to generally applicable law, are not considered recipients; the processing of such data by these public authorities must comply with the data protection legislation applicable to the purposes of the processing, where "third party" means any natural or legal person, public authority, entity or body other than the data subject, the controller, the processor or persons who, under the authority of the controller or the processor, may process personal data.
3. **Processing** - means an operation or set of operations performed upon personal data or sets of personal data, whether or not by automatic means, such as collection, recording, organisation, organisation, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;
4. **GDPR** - 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;
5. **Act** – the Act of 21 February 2019 on the Łukasiewicz Research Network (Journal of Laws of 2019, item 534, as amended);
6. **Consent of the data subject** – means any freely given specific, informed and unambiguous indication of the data subject's will, by which the data subject, either by a statement or by a clear affirmative action, allows the processing of their personal data.

1. Information on the Data Controller and Data Protection Officer

The Data Controller is the Łukasiewicz Centre, ul. Poleczki 19, 02-822 Warsaw, e-mail: kontakt@lukasiewicz.gov.pl.

For matters regarding data collection, processing and protection, you can contact us at: ul. Poleczki 19, 02-822 Warsaw, e-mail: dane.osobowe@lukasiewicz.gov.pl.

2. Information on data received /collected:

1) Purpose of processing:

1. registering for and ensuring participation in the Łukasiewicz Innovatorium'2022;
2. carrying out information and promotion actions of the units of the Łukasiewicz Research Network.

We would like to inform you that the event will be recorded and photos will be taken. They will be published on the websites and social networks of the units of the Łukasiewicz Research Network, as well as in the press.

2) Basis for processing your personal data:

your consent – Article 6(1)(a) of the GDPR.

3) Scope of personal data:

is indicated in the above Registration Form.

4) Information on the conclusion of the data processing agreement:

The Łukasiewicz Centre may conclude outsourcing agreements with suppliers of services supplying it with technical and organisational solutions ensuring efficient management (in particular, providers of ICT services, suppliers of equipment, courier and postal companies).

5) Information on recipients of personal data or categories of recipients, if any:

public-law bodies (including, in particular, the minister in charge of higher education and science, minister in charge of the economy), including control authorities.

6) Information on the intention to transfer the personal data of a recipient in a third country or international organisation and whether the European Commission has established an appropriate degree of protection or in the case of the transfer referred to in Article 46, Article 47 or the second subparagraph of Article 49(1) of the GDPR:

The Personal Data Controller uses Microsoft Office 365, which may result in the transfer of your personal data to a third country. The Terms of Use for the MS Office 365 Online Services and the obligations with respect to the processing and protection of user data and personal data by the Online Services are set out in Microsoft documentation, including in particular:

- a) privacy statement - <https://privacy.microsoft.com/pl-pl/privacystatement>;
- b) Microsoft Services Agreement (Microsoft Services Agreement, MSA) - <https://www.microsoft.com/pl-pl/servicesgreenment/>.

As part of the Microsoft Office Services, data entered into Microsoft Office 365 will be processed and stored in a specified geographical location. In accordance with the functionality of the Microsoft Office Services, the available administrative panel in the "Organisation Profile" indicates that data is processed in the European Union.

Microsoft undertakes to comply with the provisions of the law regarding the provision of Online Services, which concern all IT providers.

Microsoft conducts annual audits of its Online Services, including security audits of its computers, computing environment and physical Data Centres, overseen and authorised by third parties, including law, the details of which can be found at <https://www.microsoft.com/pl-pl/trust-center/privacy?docid=27>.

7) The period during which personal data will be stored and, where this is not possible, the criteria for determining this period:

For the period necessary to perform the purpose of processing, not shorter than the period specified in the provisions on archiving, i.e. the Act of 14 July 1983 on National Archives and Archives (i.e. Journal of Laws of 2019, item 553,730,

2020) and the internal acts in force at the Łukasiewicz Centre regarding the storage of files. In the case of information and promotional activities, for the period necessary to fulfil the purpose of the processing or until you withdraw your consent.

- 8) Information on profiling** (profiling means any form of automated processing of personal data which involves the use of personal data to evaluate certain personal factors of an individual, in particular to analyse or predict aspects relating to that individual's performance, economic situation, health, personal preferences, interests, reliability, behaviour, location or movement): not applicable.

3. Information about the rights of the data subject:

- 1) You have the right to:
- a) access your personal data,
 - b) rectify your personal data,
 - c) erase your personal data,
 - d) limit the processing of your personal data,
 - e) withdraw your consent to the processing of personal data,
 - f) transfer your personal data,
 - g) object to the processing of your personal data for reasons related to your particular situation in accordance with Article 21 of the GDPR.
- in writing to the address of the Controller, e-mail to the address of the Data Protection Officer or by word or mouth (provided that your identity can be confirmed by other means).
- 2) The person whose data are processed has the right to lodge a complaint regarding the processing of their personal data by the Personal Data Controller, or the entity/organisation to which their personal data have been transferred, to the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw, tel. 22 531 03 00, fax. 22 531 03 01, <https://uodo.gov.pl/pl/p/kontakt>.

Confirmation of having read the information clause and consent to the processing of personal data:

- I hereby declare that I have read the information clause.
- I agree to the processing of my personal data by the Łukasiewicz Centre in order to register for and participate in the Łukasiewicz Innovatorium'2022.
- I consent to the processing of my personal data by the Łukasiewicz Centre in order to conduct information and promotional activities of the Łukasiewicz Research Network units.
- Voluntarily and free of charge, pursuant to Article 81, section 1 of the Act of 4 February 1994 on Copyright and Related Rights - I consent to the use by Łukasiewicz Centre and other entities included in Łukasiewicz Research Network of my image along with voice recording for the purposes of publishing information in the press, on websites and social networking media. The scope of use of the above-mentioned data is indicated in Article 94, paragraph 4 of the Act of 4 February 1994 on Copyright and Related Rights, i.e:
 - a) reproduction using a specific technique;
 - b) placing on the market;
 - c) rental and lending of copies; and
 - d) making available to the public of a phonogram or videogram in such a way that members of the public may access it from a place and at a time individually chosen by them.