

## INFORMATION CLAUSE

### for people to whom information is sent by the Łukasiewicz Centre

Date: 7 November 2023

#### Version 1

Pursuant to the provisions of Article 13 and Article 2 of the General Data Protection Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals (natural persons) with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC, we fulfill the information obligation

#### 1. Information about the Personal Data Controller and the Data Protection Officer

The personal data controller is the Łukasiewicz Centre, ul. Poleczki 19, 02-822 Warsaw, e-mail: [kontakt@lukasiewicz.gov.pl](mailto:kontakt@lukasiewicz.gov.pl).

The Łukasiewicz Centre has appointed a Data Protection Officer. With regard to the collection, processing and protection of data, please contact us at: ul. Poleczki 19, 02-822 Warsaw, e-mail: [dane.osobowe@lukasiewicz.gov.pl](mailto:dane.osobowe@lukasiewicz.gov.pl).

#### 2. Information about the collected data:

- 1) **Purpose of processing:**
  - a) conducting information and promotional activities of the Łukasiewicz Research Network units;
  - b) providing communication related to information about events organized by the units of the Łukasiewicz Research Network
  - c) establishing contact in order to establish cooperation with units of the Łukasiewicz Research Network.
- 2) **The basis for the processing** of personal data is the consent and legitimate interest of the personal data controller (Article 6 section 1 letters a and f of the GDPR). The Łukasiewicz Centre obtained your personal data from publicly available websites or other public, generally available sources of information.
- 3) **Scope of personal data processed:** name and surname, position, place of work, e-mail address, telephone number.
- 4) **Information on the conclusion of a processing entrustment agreement:** The Łukasiewicz Centre may conclude entrustment agreements with service providers supplying the Łukasiewicz Centre with technical and organizational solutions to ensure efficient management (in particular ICT service providers, equipment suppliers, courier and postal companies, entities implementing information and promotional activities, event organizers).
- 5) **Information on the recipients of personal data or on the categories of recipients,** if any: authorized public authorities.
- 6) **Information on the intention to transfer personal data to a recipient in a third country or an international organization** and on whether or not the European Commission has determined an adequate level of protection or in the case of the transfer referred to in Article 46, Article 47 or Article 49 section 1 paragraph 2 of the GDPR: Information on the intention to transfer personal data to a recipient in a third country or an international organization and on whether or not the European Commission has determined an adequate level of protection or in the case of a transfer referred to in art. 46, Article 47 or Article 49 section 1, paragraph 2 of the GDPR: The Personal Data Controller uses Microsoft 365, which may result in the transfer of your personal data to a third country. The terms and conditions for the use of Microsoft 365 Online Services and obligations in relation to the processing and protection of user data and personal data by 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 (MSA) – <https://www.microsoft.com/pl-pl/servicesagreement/>.

As part of Microsoft services, data entered into Microsoft 365 will be processed and stored in a specific geographical location. In accordance with the functionality of Microsoft Office services in the available administrative panel in the "Organization Profile", it was indicated that the data is processed in the European Union.

Microsoft is committed to complying with laws regarding the provision of Online Services that apply to all IT providers. Microsoft conducts annual audits of the Online Services, including computer, IT and physical data center security audits, supervised and authorized by third parties, including the law, details of which can be found at <https://www.microsoft.com/en-us/trust-center/privacy?docid=27>.

- 7) **Period for which the personal data will be stored and, if this is not possible, the criteria for determining this period:** Personal data will be processed for the period necessary to achieve the purpose of processing or to withdraw consent to the processing of personal data or object to processing. If you do not want to receive information from the Łukasiewicz Centre to the extent indicated in this clause, please send the information to the e-mail address [dane.osobowe@lukasiewicz.gov.pl](mailto:dane.osobowe@lukasiewicz.gov.pl), your data will be deleted from the databases of the Łukasiewicz Centre.

Archival documents will be stored for the period indicated in the Act of 14 July 1983 on the national archival resource and archives as well as internal files in force at the Łukasiewicz Center in the field of file storage.

- 8) **Profiling information** (profiling means any form of automated processing of personal data consisting in the use of personal data to evaluate certain personal factors relating to a natural person, in particular to analyze or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behavior, location or movements): the action specified will not be carried out.

### 3. Instruction on the rights of the person whose data is processed:

- 1) You are entitled to:
  - a) access your personal data,
  - b) rectify your personal data;
  - c) erase your personal data;
  - d) restrict the processing of their personal data;
  - e) withdraw the consent to the processing of personal data by submitting/sending a letter to the following address: Łukasiewicz Center, ul. Poleczki 19, 02-822 Warsaw, e-mail: [dane.osobowe@lukasiewicz.gov.pl](mailto:dane.osobowe@lukasiewicz.gov.pl) – if you have previously given such consent and the processing of your data is based on it,
  - 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.
- 2) The person whose data is processed has the right to lodge a complaint related to the processing of their personal data by the Personal Data Controller or an entity/organization whose personal data has been transferred to the President of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw (<https://uodo.gov.pl/pl/p/kontakt>).

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Please be advised that the abbreviations used in this information clause mean:

- 1. **Personal data** – means information on an identified or identifiable natural person ("Data Subject"); an identifiable natural person is a person, who can be directly or indirectly identified, in particular on the basis of an identifier such as first name

and last name, identification number, location data, internet identifier or one or more specific factors, which determine physical, physiological, genetic, psychological, economic, cultural or social identity of a natural person.

2. **Data recipient** – means a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not. However, public authorities that may receive personal data in the context of a specific procedure in accordance with generally applicable law are not considered recipients – the processing of this data by these public authorities must comply with the data protection regulations applicable for the purposes of the processing; however, the wording "third party" means a natural or legal person, public authority, entity or entity other than the data subject, controller, processor or persons who, under the authority of the Controller or processor, may process personal data.
3. **Processing** – means an operation or a set of operations, which are performed on personal data or sets of personal data in an automated or non-automated manner, such as collecting, recording, organizing, structuring, storing, adapting or modifying, downloading, browsing, using, disclosing through sending, distributing or sharing in any other way, alignment or combination, restriction, erasure or destruction;
4. **GDPR – General Data Protection Regulation** – means the regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals (natural persons) with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/ EC;
5. **Consent of the Data Subject** – means any freely given, specific, informed and unambiguous indication of the Data Subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the Processing of Personal Data relating to him or her.