

Information clause on the processing of personal data in the framework of the pilot launch of the Sales Support System by entities of the Łukasiewicz Research Network, together with the main content of the arrangements

Pursuant to Art. 26 in relation to Art. 13 and Art. 14 of the Regulation (EU) 2016/679 of 27 April 2016 of the European Parliament and Council on the protection of 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 (OJ EU L 119 of 4 May 2016, p. 1 and OJ EU L 127 of 23 May 2018, p. 2), hereinafter "GDPR", we inform you that:

JOINT CONTROLLERS OF PERSONAL DATA AND DATA PROTECTION OFFICERS

As part of the pilot implementation of the Sales Support System by selected entities of the Łukasiewicz Research Network, a co-management agreement was concluded for the personal data processed as part of the aforementioned pilot implementation.

The joint controllers in the processing of your personal data are:

- 1) Łukasiewicz Centre, Poleczki street 19, 02-822 Warsaw, NIP: 9512481668, REGON: 382967128, contact details of data protection officer: Poleczki street 19, 02-822 Warsaw, tel. 609658066, e-mail: dane.osobowe@lukasiewicz.gov.pl;
- 2) Łukasiewicz Research Network - Institute of Innovative Technologies EMAG, Leopolda street 31, 40-189 Katowice, NIP: 6340125399, REGON: 386888354, KRS 0000849773, contact details of data protection officer: Leopolda street 31, 40-189 Katowice, e-mail: iod@emag.lukasiewicz.gov.pl;
- 3) Łukasiewicz Research Network - Institute for Sustainable Technologies, Pułaskiego street 6/10, 26-600 Radom, NIP: 7960035805, REGON: 387139360, KRS 0000860815, contact details of data protection officer: Pułaski 6/10, 26-600 Radom, e-mail: iodo@itee.lukasiewicz.gov.pl;
- 4) Łukasiewicz Research Network - Poznan Institute of Technology, Ewarysta Estkowskiego street 6, 61-755 Poznań, NIP 7831822694, REGON 386566426, KRS: 0000850093, contact details of the data protection officer: Ewarysta Estkowskiego street 6, 61-755 Poznań, e-mail iod@pit.lukasiewicz.gov.pl;
- 5) Łukasiewicz Research Network - Tele and Radio Research Institute, Ratuszowa street 11, 03-450 Warsaw, NIP 5250008850, REGON 000039309, KRS: 0000851799, contact details of data protection officer: Ratuszowa street 11, 03-450 Warsaw, iod@itr.lukasiewicz.gov.pl;
- 6) Łukasiewicz Research Network - Institute of Electrical Engineering, Mieczysława Pożaryskiego street 28, 04-730 Warsaw, NIP 5250007684, REGON 140711209, KRS: 0000253568, contact details of data protection officer: Mieczysława Pożaryskiego street 28, 04-730 Warsaw, iod@iel.lukasiewicz.gov.pl;
- 7) Łukasiewicz Research Network - Institute of Heavy Organic Synthesis ICSO "Blachownia", Energetyków street 9, 47-225 Kędzierzyn-Koźle, NIP 7492109260, REGON 000041631, KRS: 0000850420, contact details of data protection officer: Energetyków street 9, 47-225 Kędzierzyn-Koźle, iod@icso.lukasiewicz.gov.pl;
- 8) Łukasiewicz Research Network - Łódź Institute of Technology, Marii Skłodowskiej-Curie street 19/27, 90-570 Łódź, NIP 7272857474, REGON 521631148, KRS 0000955824, contact details of data protection officer: Marii Skłodowskiej-Curie street 19/27, 90-570 Łódź, iod@lit.lukasiewicz.gov.pl;
- 9) Łukasiewicz Research Network - Institute of Microelectronics and Photonics, Lotników street 32/46, 02-668 Warsaw, NIP 5213910680, REGON 387374918, KRS

0000865821, contact details of data protection officer: Lotników street 32/46, 02-668 Warsaw; iod@imif.lukasiewicz.gov.pl;

10) Łukasiewicz Research Network - Warsaw Institute of Technology Racjonalizacji street 6/8, 02-673 Warsaw, NIP 5250008519, REGON 387096477, KRS 0000858544, contact details of the data protection officer: Racjonalizacji street 6/8, 02-673 Warsaw, dane.osobowe@wit.lukasiewicz.gov.pl;

11) Łukasiewicz Research Network - Institute of Organic Industry, Anapol street 6, 03-236 Warsaw, NIP 5250008577, REGON 000035257, KRS 0000848733, data protection officer contact details: Anapol street 6, 03-236 Warsaw, iod@ipo.lukasiewicz.gov.pl;

THE PURPOSE OF PERSONAL DATA PROCESSING

The purpose of the Joint Administrators' processing of personal data is:

- 1) Implementation of the Sales Support System (CRM) by Łukasiewicz Centre, Łukasiewicz Research Network - Institute of Innovative Technologies EMAG, Łukasiewicz Research Network - Institute of Exploitation Technology, Łukasiewicz Research Network - Poznan Institute of Technology Łukasiewicz Research Network - Tele- and Radio Research Institute, Łukasiewicz Research Network - Electrotechnical Institute, Łukasiewicz Research Network - 'Blachownia' Institute of Heavy Organic Synthesis, Łukasiewicz Research Network - Warsaw Institute of Technology, Łukasiewicz Research Network - Institute of Microelectronics and Photonics, Łukasiewicz Research Network - Institute of Organic Industry, Łukasiewicz Research Network - Łódź Institute of Technology;
- 2) soliciting tenders for services, supplies or works;
- 3) maintaining information on contractors to ensure continuity and optimisation of operations;
- 4) marketing of products and services.

LEGAL BASIS FOR THE PROCESSING OF PERSONAL DATA

The legal basis for processing your personal data is:

- 1) Art. 6 sec. 1(a) of Regulation (EU) 2016/679 of the European Parliament and 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 (OJ 2016. OJ EU L 119, 4.5.2016, p. 1).

WITHDRAWAL OF CONSENT

The consent granted for the processing of personal data may be withdrawn at any time. The withdrawal of consent to data processing does not affect the lawfulness of the processing carried out by the aforementioned Co-administrators before withdrawing consent.

SCOPE OF DATA PROCESSED

Scope of personal data processing

- 1) contact person (name, surname, telephone numbers, department, position, counterparty, e-mail,
- 2) Counterparties: (Counterparty ID, name, website, e-mail, telephone numbers; registered office address, mailing address, industry, list of employees in the project, REGON, legal form, KRS, NIP, short name),
- 3) Co-administrators' employees (name, surname, employee's Łukasiewicz Institute, position, telephone numbers, e-mail).

SOURCE OF THE ORIGIN OF PERSONAL DATA

The personal data processed was obtained:

- 1) directly from the data subject;
- 2) Co-administrator.

INFORMATION ON RECIPIENTS OF PERSONAL DATA

We sometimes transfer your personal data to other recipients in certain situations. This may happen when the service we use requires it (e.g. IT, financial, insurance, auditing, courier and postal services, destruction and archiving of records, legal services). Whenever your personal data is shared with a recipient, this is done in accordance with the provisions of the GDPR.

TRANSFER OF PERSONAL DATA TO A THIRD COUNTRY OR INTERNATIONAL ORGANISATION

As standard, we do not transfer your personal data to a third country or international organisation. However, if such a transfer does take place, it is always in accordance with the provisions of the GDPR.

Lukasiewicz Research Network entities use Microsoft Office 365, which may result in the transfer of your personal data to a third country. Terms and conditions for the use of the MS Office 365 Online Services and obligations with regard to the processing and safeguarding of user data and personal

data through online services is defined by Microsoft documentation, including in particular:

- 1) privacy statement - <https://privacy.microsoft.com/pl-pl/privacystatement>;
- 2) Microsoft Services Agreement (MSA) - <https://www.microsoft.com/pl-pl/servicesagreement/>.

As part of Microsoft Office services, data entered into Microsoft Office 365 will be processed and stored in a specific geographical location. In accordance with the functionality of Microsoft Office services, the available administrative panel in the 'Organisation Profile' indicates that data is processed within the European Union. Microsoft undertakes to comply with the laws on the provision of Online Services that apply to IT providers in general.

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

THE PERIOD FOR WHICH THE PERSONAL DATA WILL BE KEPT

We retain your personal data until we have fulfilled the purpose for which this processing is carried out. If, within 3 years, your data are not used for the purpose for which the processing is carried out, your data will then be deleted.

YOUR RIGHTS

Individuals whose data we process have the right to access, rectify, erase or restrict the processing of their personal data or to object to its processing, as well as the right to data portability. You need to know that the GDPR regulates in detail the time you can exercise your rights.

COMPLAINT TO THE PRESIDENT OF THE UODO

The data subject has the right to lodge a complaint relating to the processing of his/her personal data with the President of the Office for Personal Data Protection (address: Stawki street 2, 00-193 Warsaw).

OBLIGATION TO PROVIDE PERSONAL DATA

The provision of personal data is not a statutory or contractual requirement or a condition for entering into a contract. Failure to provide personal data will prevent the Sales Support System from being used in relation to the data subject.

AUTOMATED DECISION-MAKING, INCLUDING PROFILING

The data processing will involve profiling as referred to in Art. 22 of the GDPR; The consequence of such data processing will be the sending of personalised offers and marketing materials by the entities of the Łukasiewicz Research Network.

MAIN CONTENT OF THE ARRANGEMENTS

Notwithstanding the responsibilities of each Joint Controller indicated below, each Joint Controller shall be responsible to the data subjects for the lawful processing of their personal data.

In order to exercise the rights of data subjects in relation to the processing of their data by the Joint Controllers, or to clarify any doubts in relation thereto, you can contact the Joint Point of Contact operated through a single mailbox available at the following email address: rodo@lukasiewicz.gov.pl . You can also contact each of the Joint Administrators directly. If this Co-Administrator considers that the application should be dealt with by another Co-Administrator, then the application will be forwarded to the appropriate Co-Administrator.

Information as to how the obligations towards the data subjects will be implemented and as to how the personal data will be processed in connection with the conclusion of the co-management agreement:

- 1) The co-administration agreement was concluded in order to efficiently implement the project consisting in the pilot launch of the Sales Support System by the entities of the Łukasiewicz Research Network. According to the contract, personal data may only be processed for: implementation of the Sales Support System (CRM) by Łukasiewicz Centre, Łukasiewicz Research Network - Institute of Innovative Techniques EMAG, Łukasiewicz Research Network - Institute of Sustainable Technologies, Łukasiewicz Research Network - Poznan Institute of Technology Łukasiewicz Research Network - Tele- and Radio Research Institute' Łukasiewicz Research Network - Warsaw Institute of Technology, Łukasiewicz Research Network - Institute of Microelectronics and Photonics, Łukasiewicz Research Network - Institute of Organic Industry, Łukasiewicz Research Network – Łódź

- 2) Institute of Technology; soliciting bids for services, supplies or works; maintaining information on contractors to ensure continuity and optimisation of operations; marketing products and services.
- 3) the agreement does not allow for the sharing of sensitive data (e.g. health information) by the Joint Administrators, as indicated in Art. 9 sec. 1 of the GDPR.
- 4) Each Joint Controller is required to apply appropriate technical and organisational measures to ensure the security of the processing of personal data.
- 5) Any infringement of data subjects' rights must always be reported by the Joint Controller who detected the infringement to the other Joint Controllers. The Joint Controller who detects the infringement and the Joint Controller where the infringement has been detected are jointly obliged to take all legal, technical and organisational measures to remove the consequences of the infringement and to minimise the negative effects of the infringement on the rights of the data subjects. If a notification of a data breach to the supervisory authority is required - such notification will be made by the Łukasiewicz Centre alone (if the breach is detected at the Łukasiewicz Centre) or jointly with the Joint Controller where the breach is detected;
- 6) The Joint Administrators use further processors to provide technical, service and warranty support for the Sales Support System. They may also use further processors for other purposes aimed at the proper functioning of the above. System.

Appropriate agreements have been/will be concluded with these entities, in accordance with the provisions of the GDPR. They cannot and will not be able to use the data processed in the System for their own purposes.