

Information clause regarding the processing of personal data for signatories and employees of the contractor

Pursuant to 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 (General Data Protection Regulation), hereinafter referred to as GDPR, the Director of the Institute of Bioorganic Chemistry of the Polish Academy of Sciences informs that:

I. DATA CONTROLLER

The administrator of the collected personal data is the Institute of Bioorganic Chemistry of the Polish Academy of Sciences in Poznań with its registered office at Z.Noskowskiego 12/14, 61-704 Poznań, tel. 61 852 85 03, e-mail. ibch@ibch.poznan.pl (hereinafter referred to as the Institute).

II. DATA PROTECTION OFFICER

The Administrator has appointed a Data Protection Officer, who can be contacted in writing, by traditional mail by writing to the Institute's address: Data Protection Officer, Institute of Bioorganic Chemistry of the Polish Academy of Sciences in Poznań with its registered office at Z.Noskowskiego 12/14, 61-704 Poznań or by sending an e-mail to the following address: dpo@ichb.poznan.pl

III. PURPOSES AND GROUNDS FOR PROCESSING

Personal data is processed for the purpose of:

1. performance and performance of the contract (legal basis: legitimate interests pursued by each Party – Article 6(1)(b) of the GDPR).
2. fulfilling the obligations incumbent on the personal data administrator in the field of tax and accounting regulations (legal basis: Article 6(1)(c) of the GDPR)
3. possible determination and pursuit of claims to defend against them (legal basis: legitimate interest of the controller – Article 6(1)(f) of the GDPR, which is the pursuit of claims and defence against claims).
4. ensuring accountability (legal basis: Article 6(1)(f) of the GDPR, which is to demonstrate compliance with obligations under the law).

IV. CATEGORIES OF PERSONAL DATA

The Administrator processes the following categories of personal data: name and surname

V. DATA RETENTION PERIOD

Personal data will be processed by the Institute:

1. for no longer than is necessary to achieve the objectives of the agreement
2. in the case of filing a complaint – for a period of 6 years or until the statute of limitations for potential claims arising from the contract or other title expires.

VI. DATA RECIPIENTS

Personal data may be disclosed to authorized employees of the Institute, entities through which the administrator pursues the objectives on the basis of the concluded agreement, and may also be made available to entities authorized under the law.

VII. THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

Personal data will not be transferred to a third country or an international organization.

VIII. RIGHTS OF DATA SUBJECTS

According to the GDPR, the data subject has the right to:

1. access to the content of their personal data and rectify, delete or limit processing, the right to object to the processing and the right to withdraw consent at any time without affecting the lawfulness of the processing that was made on the basis of consent before its withdrawal;
2. lodge a complaint with the President of the Office for Personal Data Protection.

IX. PROVISION OF DATA

Providing data is voluntary, it is a requirement to conclude and perform the Agreement

X. SOURCE OF PERSONAL DATA

Personal data was obtained from the entity with which the Administrator signed the agreement.

XI. INFORMATION ABOUT AUTOMATED DECISION-MAKING

Personal data is not subject to automated decision-making, including profiling, as referred to in Article 4(4) of the GDPR, which means a form of automated processing of personal data that involves the use of personal data to assess certain personal aspects of a natural person.