

## **General Information Clause**

According to Article 13, paragraphs 1-2 of Regulation (EU) 2016/679 of the European Parliament and Council of 27<sup>th</sup> April, 2016 on the protection of individuals 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 - we would like to inform you that:

### **I. Personal Data Controller**

The controller of your personal data is the Institute of Physical Chemistry of the Polish Academy of Sciences with its registered office in Warsaw, at ul. Kasprzaka 44/52, 01-224 Warsaw, NIP: 5250008755, REGON: 000326049 ("Data Controller").

### **II. Contact Details of the Data Controller**

**The Data Controller may be contacted:**

1. By telephone: 22 3433115;
2. By e-mail: [iod@ichf.edu.pl](mailto:iod@ichf.edu.pl);
3. In writing, sending any correspondence to the following address: Institute of Physical Chemistry of the Polish Academy of Sciences, ul. Kasprzaka 44/52, 01-224 Warsaw.

### **III. Contact Details of the Data Protection Officer**

The Data Controller has appointed a Data Protection Officer, whom you can contact regarding the protection of your personal data and the implementation of your rights:

1. By e-mail: [iod@ichf.edu.pl](mailto:iod@ichf.edu.pl);
2. In writing, sending any correspondence to the following address: Institute of Physical Chemistry of the Polish Academy of Sciences, ul. Kasprzaka 44/52, 01-224 Warsaw.

### **IV. Purposes and Means of Processing**

Your personal data will be processed for the purpose of:

1. The conclusion and performance of a civil law contract (actions taken before the conclusion of the aforementioned contract at your request, if they are necessary to conclude the aforementioned contract) or performance of the aforementioned contract to which you are a party - since processing is necessary for the conclusion and implementation of the above contract (Article 6, paragraph 1, letter b) of the GDPR;
2. The performance of the Data Controller's services - since processing is necessary for the purposes of the pursuit of a legitimate interest (Article 6, paragraph 1, letter f) of GDPR), which is the ability to perform the services of the Data Controller;
3. Establishing, investigating or defending against claims related to the concluded contract or the processing of your personal data - since processing is necessary for the purposes of the pursuit of legitimate interests (Article 6, paragraph 1, letter f) of GDPR), which is the possibility to establish, investigate or defend against claims;

4. Compliance with the legal obligations imposed on the Data Controller under the applicable law - since processing in this case is necessary to fulfill the legal requirements to which the Data Administrator is subject (Article 6, paragraph 1, letter c) of GDPR).

## **V. Categories of Recipients of Provided Data**

The recipients of your personal data may be:

1. Entities authorized under the law (courts, state bodies);
2. Entities providing accounting, IT, marketing, communication and analytical services, legal and debt collection services;
3. Sub-contractors and other entities with whom the Data Controller cooperates.

## **VI. The Right to Object**

You may, at any time, object to the processing of your personal data: by e-mail: [iod@ichf.edu.pl](mailto:iod@ichf.edu.pl); by telephone: 22 3433115.

## **VII. Transmission of Data Outside the European Economic Area**

The Data Controller does not transfer your data outside the European Economic Area.

## **VIII. The Period of Data Retention**

The Data Controller will process your personal data for the following purposes:

1. For the conclusion and performance of a civil law contract (actions taken before the conclusion of the aforementioned contract at your request, if they are necessary to conclude the aforementioned contract) or performance of the aforementioned contract to which you are a party - until the limitation period has expired;
2. To perform the services of the Data Controller - until the termination or expiration of the contract or opposition to the processing of your personal data;
3. To establish, investigate or defend against claims - until the limitation period for these claims has expired;
4. To fulfill the legal obligations imposed on the Data Controller - until the data storage obligations under the law expire.

## **IX. Rights of Persons to whom the Data Relates:**

According to GDPR, you are entitled to:

1. The right to request access to and obtain a copy of your data;
2. The right to rectify (correct) your data;
3. The right to delete data (if there are no grounds for personal data to be processed, you can request its deletion);
4. The right to limit the processing of personal data (you may request to limit the processing of your personal data to only storage or the performance of agreed activities if your data is incorrect or processed unreasonably; or if it is not possible to delete it due to the need to establish, investigate or defend claims);

5. The right to transfer data (the right to receive personal data provided on the basis of consent in a structured, commonly used machine-readable format, or you can have it sent directly to another entity);
6. The right to withdraw your consent to the processing of your personal data at any time. Withdrawal of consent does not affect the lawfulness of any processing which was carried out on the basis of your consent prior to its withdrawal;
7. The right to lodge a complaint to the supervisory body (if the data is processed unlawfully, you can file a complaint with the President of the Office for Personal Data Protection or another competent supervisory authority).

In order to exercise your rights, you can send a request to the email address: [iod@ichf.edu.pl](mailto:iod@ichf.edu.pl) or go to the Data Controller's office. Please remember that before the implementation of your rights, the Data Controller will have to identify you accordingly.

#### **X. Information on Voluntary Data Submission**

The provision of data is voluntary, but it is necessary for the conclusion and performance of a civil law contract (actions taken before the conclusion of the aforementioned contract at your request, if they are necessary to conclude the aforementioned contract) with the Data Controller or the performance of this contract as well as for the performance of the services of the Data Controller.