

INFORMATION OBLIGATION UNDER GDPR

(for persons signing the contract/agreement and persons delegated to operate the contract/agreement)

We inform you that the abbreviations used in this information clause mean:

1. **Personal data** – any information relating to an identified or identifiable individual (“**data subject**”); an identifiable individual is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name and surname, an identification number, location data, an on-line identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that individual;
2. **Recipient of data** – a natural or legal person, public authority, entity or other body to whom personal data is disclosed, whether or not a third party. However, public authorities that may receive personal data in the context of a specific proceeding in accordance with generally applicable law are not considered recipients – the processing of such data by these public authorities must comply with the data protection legislation applicable according to the purposes of the processing; whereby the expression, “third party” is understood to mean a natural or legal person, public authority, entity or body other than the data subject, controller, processor or persons who, under the authority of the Controller or processor, may process personal data.
3. **Processing** – an operation or a set of operations performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
4. **GDPR** – the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 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.
5. **Data Subject's consent** – voluntary, specific, informed and unambiguous indication of the data subject's will, in the form of a statement or explicit affirmative action, to allow the processing of personal data relating to them.

Information clause:

1. The Łukasiewicz Research Network – Institute of Electrical Engineering declares that it is the controller of personal data within the meaning of Article 4(7) of the GDPR, with regard to personal data of natural persons representing the entity with which the contract/agreement is concluded.
2. The controller can be contacted by phone at. (+48) 22 11 25 200, fax 22 11 25 444, by e-mail at sekretariat@iel.lukasiewicz.gov.pl and by letter sending information to: The Łukasiewicz Research Network – Institute of Electrical Engineering with its registered office at ul. Mieczysława Pożaryskiego 28, 04-703 Warsaw.
3. The Łukasiewicz Research Network – Institute of Electrical Engineering declares that it has appointed a Data Protection Officer as referred to in Articles 37-39 of the GDPR. Contact details of the Data Protection Officer at the Łukasiewicz Research Network – Institute of Electrical Engineering, based at ul. Mieczysława Pożaryskiego 28, 04-703 Warsaw, e-mail: iod@iel.lukasiewicz.gov.pl.

4. The personal data of the persons referred to in paragraph 1 will be processed by the Łukasiewicz Research Network – Institute of Electrical Engineering on the basis of:

- 1) article 6(1)(b) of the GDPR – in order to comply with contractual requirements (need to dispose of the data for the performance of the contract/agreement concluded);
- 2) article 6(1)(c) GDPR – in order to comply with statutory requirements (the need for LUKASIEWICZ CENTRE to fulfil its legal obligations under the law);
- 3) article 6(1)(f) GDPR – due to the need to pursue the Administrator's legitimate interests of communication during the execution of the concluded contract/agreement.

5. The scope of the personal data with which the contract/agreement is concluded includes the name, surname, telephone number, email address, residential address or other data provided by the entity with which the contract/agreement is concluded.

6. The personal data of the persons referred to in paragraph 1 may be transferred to third parties. Pursuant to the applicable law, the Łukasiewicz Research Network – Institute of Electrical Engineering may transfer data to entities processing them on behalf of the Łukasiewicz Research Network – Institute of Electrical Engineering on the basis of contracts for entrustment of personal data processing (e.g. consultants, auditors, IT service providers) and to other entities authorised on the basis of applicable legislation (e.g. courts, law enforcement agencies) – on the basis of a request having a legal basis.

7. The personal data of the persons referred to in paragraph 1 will not be transferred to a third country (understood as a country outside the European Economic Area, EEA) or an international organisation within the meaning of the GDPR, subject to the following.

The Controller uses Microsoft Office 365, which may result in the transfer of your personal data to a third country. The terms and conditions for the use of the MS Office 365 Online Services and the obligations with regard to the processing and safeguarding of user data and personal data by the Online Services are set out in 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, the IT environment and physical Data Centres, overseen and authorised by Microsoft, including the law, details of which can be found at <https://www.microsoft.com/plpl/trust-center/privacy?docid=27>.

8. The personal data of the persons referred to in paragraph 1 will be processed for a maximum period of 5 years from the end of the calendar year in which this contract/agreement is executed, unless a longer processing period is necessary, e.g.: due to archiving obligations, the assertion of claims or otherwise required by generally applicable law.

9. The persons referred to in paragraph 1 have the right to request from the Data Controller access to their personal data, their rectification, erasure or restriction of processing or to object to the

processing, as well as the right to data portability (if the processing is based on Article 6(1)(b) of the GDPR).

10. The persons referred to in paragraph 1, in relation to the processing of their personal data, have the right to lodge a complaint with the supervisory authority, i.e. the President of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw, phone 22 531 03 00, fax. 22 531 03 01, <https://uodo.gov.pl/pl/p/kontakt>.

11. The provision of the personal data referred to in paragraph 4 is required for the conclusion of the contract/agreement. Failure to provide data will result in the inability to conclude a contract/agreement.

12. Based on the personal data of the persons referred to in paragraph 1, the Łukasiewicz Research Network – Institute of Electrical Engineering will not make automated decisions, including decisions resulting from profiling within the meaning of the GDPR.