

DATA CONTROLLER:

Institute of Biochemistry and Biophysics of the Polish Academy of Sciences

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To fulfil the obligation arising from Article 13 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 (hereinafter: GDPR), we are enclosing information regarding personal data processing.

PERSONAL DATA CONTROLLER	The Controller of your personal data is the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences, with its registered office in Warsaw at ul. Pawińskiego 5a (02-106 Warszawa), entered in the register of institutes of the Polish Academy of Sciences, entry No. RIN-II-46/98, NIP [Tax Identification Number]: 526-10-39-742, REGON [statistical register number]: 000325819. The Controller can be contacted by phone: 22 592 11 08 and by e-mail: secretariat@ibb.waw.pl.		
DATA PROTECTION INSPECTOR	The Controller has appointed the Data Protection Inspector. The Inspector can be contacted by e-mail: iodo@ibb.waw.pl.		
PERSONAL DATA PROCESSING	Processing purposes	Legal basis	Processing period
	Implementation of the Administrator's rights and obligations in relation to the recruitment process for the Doctoral School	Art. 6(1)(c) RODO O in conjunction with Art. 345(1) para. 17) and Art. 190 para. 6 of the Law on Higher Education and Science (processing is necessary for the fulfilment of a legal obligation incumbent on the controller).	Personal data is processed for the period indicated in the provisions of generally applicable law.
	Exercise or defence of legal claims	Article 6 (1)(f) of GDPR (processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child)	The exercise period, but no longer than the claims' prescription period.
CATEGORIES OF DATA RECIPIENTS	Personal data may be disclosed to: <ol style="list-style-type: none"> the Controller's staff for the purpose of performing activities related to work for the Controller; the entities with whom the Controller has a valid cooperation agreement, including in particular entities providing accounting, legal, mailing, courier, marketing and IT services; bodies authorised to receive them pursuant to the regulations currently in force, in particular courts, tax bodies and law enforcement authorities. 		
TRANSFER OF DATA	Personal data shall not be transferred outside the territory of the Republic of Poland.		
YOUR RIGHTS	You have the right: <ol style="list-style-type: none"> to access your personal data (Article 15 of GDPR) – the right to obtain from the Controller confirmation as to whether or not your personal data are being processed, and if so, to obtain access to such data. The Controller shall provide you, upon request, with a copy of your personal data being processed. For any subsequent copies you may request, the Controller shall be entitled to charge a reasonable fee based on administrative costs; to have your personal data rectified (Article 16 of GDPR) – taking into account the purposes of the processing, you shall have the right to obtain, without undue delay, the rectification of inaccurate personal data and to demand that your incomplete personal data be completed; to have your personal data erased ("the right to be forgotten") (Article 17 of GDPR) – the right to demand that your personal data be erased without undue delay. In this event, the Controller shall have the obligation to erase your personal data without undue delay where one of the following grounds applies: (i) the personal data are no longer necessary in relation to the purposes for which they were collected; (ii) the consent on which the processing was based has been withdrawn and the Controller has no other legal ground for the processing; (iii) the personal data have been unlawfully processed; (iv) the personal data have to be erased for compliance with a legal obligation. You cannot exercise the right to erase your personal data if the Controller is obliged, under applicable legal regulations, to further process personal data to the extent as defined by these regulations or for the purpose of establishing, exercising or defending legal claims. to restrict the processing of your personal data (Article 18 of GDPR) – the right to obtain from the Controller restriction of processing where one of the following applies: (i) you are contesting the accuracy of your personal data processed by the Controller; (ii) the processing of your personal data is unlawful but you have opposed to the erasure of that personal data; (iii) the Controller no longer needs your personal data for the purposes of the processing, but they are required for the establishment, exercise or defence of legal claims. If the right to restrict the processing of personal data has been exercised, the Controller may process your personal data, with the exception of their storage, only with your consent or in order to establish, exercise or defend legal claims, or to protect the rights of another natural or legal person, or on the grounds of important public interest. of portability of your personal data – under certain conditions (Article 21 of GDPR) – the right to receive your personal data processed by the Controller, in a structured, commonly used and machine-readable format, and the right to transmit those data to another entity. This right applies if data are processed under consent or in connection with an agreement or contract. to object (Article 20 of GDPR) – the right to object to the processing of personal data on the basis of the Controller's legitimate interest (i.e. under Article 6 (1)(f) of GDPR). In this event, the Controller shall no longer be able to process your personal data for those purposes, unless there are compelling legitimate grounds or the data are needed to exercise legal claims. The right to object to data processing shall not apply if: (i) the processing of personal data is based on your consent – in this event, however, you may withdraw your consent, (ii) the processing is necessary for the performance of an agreement or contract to which you are a party, (iii) the processing is necessary for the fulfilment of a legal obligation by the Controller. to lodge a complaint with a supervisory authority for personal data protection, if the processing of your personal data is considered to be in violation of GDPR. 		
CATEGORIES OF DATA	We process personal data specified in generally applicable legal regulations which are necessary for the purposes indicated above, including in		

INFORMATION CLAUSE ON PERSONAL DATA PROCESSING

	<p>particular:</p> <ul style="list-style-type: none">a) data to confirm identity, such as first and last name;b) e-mail address, telephone number;c) degree/title;(d) PESEL number or type and number of identity document;(e) place of employment. <p>Furthermore, the Controller may process other categories of personal data if the data cannot be included under any of the identified groups, and they are processed for purposes specified in this clause.</p>
ADDITIONAL INFORMATION	<p>The provision of personal data arises from the concluded agreement or contract.</p> <p>Personal data shall not be used for automated decision-making or for profiling purposes.</p>

I consent to the processing of my personal data in the scope specified above.