

## Attachment No. 6za to the Recruitment Regulations

In fulfilment of the obligation imposed by Art. 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons concerning the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter: "GDPR"), we hereby provide information regarding the personal data processed by us.

### PERSONAL DATA CONTROLLER

The Administrator of your personal data is the **Institute of Biochemistry and Biophysics, Polish Academy of Sciences**, with its registered seat in Warsaw at ul. Pawińskiego 5a (02-106 Warsaw), entered into the register of institutes of the Polish Academy of Sciences under number RIN-II-46/98, NIP: 526-10-39-742, REGON: 000325819.

Contact with the Administrator is possible via telephone at **22 592 2145** and via e-mail at [secretariate@ibb.waw.pl](mailto:secretariate@ibb.waw.pl).

### DATA PROTECTION OFFICER

The Administrator has appointed a Data Protection Officer. Contact with the Inspector is possible via email at [iodo@ibb.waw.pl](mailto:iodo@ibb.waw.pl).

### PROCESSING OF PERSONAL DATA

Purposes of processing	Legal basis	Processing period
Implementation of rights and obligations related to participation in the <b>PROM project – short-term academic exchange</b> .	<b>Art. 6(1)(b) GDPR</b> (processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract).	Personal data are processed for the duration of the agreement and, after its termination, for the period necessary to achieve the objectives of the PROM project.



<p>Establishment and defence of claims.</p>	<p><b>Art. 6(1)(f) GDPR</b> (processing is necessary for 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).</p>	<p>The period for pursuing claims is not longer than until the statute of limitations expires.</p>
<p>Fulfilment of legal obligations incumbent on the Administrator in connection with the implementation of the <b>PROM project – short-term academic exchange</b>, in particular on the basis of accounting and tax regulations.</p>	<p><b>Art. 6(1)(c) GDPR</b> (processing is necessary for compliance with a legal obligation to which the controller is subject).</p>	<p>Personal data are processed for the duration of the agreement and, after its cessation, for a period of 5 years from the end of the year in which the tax obligation arose.</p>

## CATEGORIES OF DATA RECIPIENTS

Recipients of personal data may be:

- Employees of the Administrator, for the purpose of performing activities related to the objectives indicated above;
- Entities with whom the Administrator has concluded a cooperation agreement, in particular entities providing accounting, legal, postal, courier, and IT services,
- The foreign unit receiving the participant.
- State authorities and offices, including the Polish National Agency for Academic Exchange (NAWA), and control institutions.

## DATA TRANSFER

In connection with the implementation of mobility in the PROM NAWA project, personal data may be transferred to partner institutions and entities that handle mobility in European Union/EEA countries and, if necessary, in third countries.

Transfer of data outside the EEA takes place exclusively on the principles set out in the GDPR, in particular based on a decision of the European Commission determining an



adequate level of protection, or on the application of standard contractual clauses, and, in incidental cases, based on the premises specified in Art. 49 of the GDPR.

## YOUR RIGHTS

You have the right to:

- **Request access to personal data (Art. 15 GDPR)** – the right to obtain confirmation from the Administrator as to whether your personal data is being processed, and if so, to obtain access to it. The Administrator will provide you with a copy of the personal data subject to processing upon request. For any further copies requested by you, the Administrator may charge a reasonable fee based on administrative costs.
- **Rectification of personal data (Art. 16 GDPR)** – taking into account the purpose of processing, you have the right to the immediate rectification of your personal data that is incorrect and to request the completion of incomplete personal data.
- **Erasure of personal data ("right to be forgotten") (Art. 17 GDPR)** – the right to request the immediate deletion of your personal data. In this situation, the Administrator is obliged to delete your personal data provided that one of the following conditions is met: (i) the personal data are no longer necessary for the purposes for which they were collected, (ii) the consent on which the processing is based has been withdrawn and the Administrator has no other legal basis for processing, (iii) the personal data were processed unlawfully, (iv) the personal data must be deleted in order to comply with a legal obligation. It is not possible to exercise the right to delete personal data where the Administrator is obliged by law to continue processing personal data to the extent determined by relevant legal provisions or for purposes necessary to establish, pursue, or defend claims.
- **Restriction of processing of personal data (Art. 18 GDPR)** – the right to request the Administrator to limit the processing of personal data in the following cases: (i) you question the correctness of the personal data processed by the administrator, (ii) the processing of your personal data is unlawful, and you oppose the deletion of your personal data, (iii) the Administrator no longer needs your personal data, but you need them to establish, pursue, or defend claims. In the case of exercising the right to restrict the processing of personal data, the Administrator may process your personal data, with the exception of their storage, only with your consent or for the purpose of establishing, pursuing, or defending claims or to protect the rights of another natural or legal person or due to important reasons of public interest.
- **Data portability (Art. 21 GDPR)** – under certain conditions – the right to receive your personal data processed by the Administrator in a structured, commonly used, machine-readable format and to transmit it to another entity. This right applies if the data is processed on the basis of consent or in connection with a contract.
- **Objection** – the right to object to the processing of data based on the legitimate interest of the Administrator (i.e., on the basis of Art. 6(1)(f) GDPR). In such a situation, the Administrator will no longer be able to process data for these purposes unless there are valid legally justified grounds or the data are needed to pursue claims. The right to object to data processing does not apply where: (i) personal data processing takes place on the basis of consent – in such a situation, consent can be withdrawn instead, (ii) data processing is necessary for the performance of a contract



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to which you are a party, (iii) processing is necessary for the Administrator to fulfill a legal obligation.

- **Complain** with the supervisory authority dealing with personal data protection if it is recognised that the processing of personal data violates the provisions of the GDPR.

## CATEGORIES OF DATA

We process personal data that is necessary to achieve the objectives indicated above, in particular:

- Data aimed at confirming identity, such as first name and surname;
- Data confirming the legal relationship connecting you with the Administrator;
- Contact details, such as: telephone number, email address, and correspondence address.

Furthermore, the Administrator may process other categories of personal data, provided that such data cannot be classified as any of the indicated groups and that processing is carried out for the purposes specified in this information.

## ADDITIONAL INFORMATION

Providing personal data results from the concluded agreement.

Personal data will not be used to make automated decisions or for profiling.