

## INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR THE CLIENT

(valid from April 11, 2025, version 2.0)

According to Article 13(1) and (2) and 14(1) and (2) 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 (the General Data Protection Regulation) (GDPR), we hereby inform you about the processing of your personal data by us.

### Data Controller

The controller of your personal data is: **Łukasiewicz Research Network – PORT Polish Centre for Technology Development**, based in Wrocław, at 147 Stabłowicka Street, 54-066 Wrocław, Poland, operating on the basis of an entry in the National Court Register No. 0000850580, NIP (tax ID no.): 8943140523, [biuro@port.lukasiewicz.gov.pl](mailto:biuro@port.lukasiewicz.gov.pl) (hereinafter referred to as the "Controller").

### Data Protection Officer (DPO)

The Controller has appointed a Data Protection Officer (DPO), who may be contacted at: [iod@port.lukasiewicz.gov.pl](mailto:iod@port.lukasiewicz.gov.pl), or in writing at the Controller's address indicated above. You are encouraged to contact the DPO with any questions concerning the processing of your personal data.

### Detailed Information on the Processing of Your Personal Data

Data Subjects	Source of Data	Legal Basis	Categories of Personal Data	Purpose of Processing	Retention Period
Clients (e.g. negotiation participants or other representatives involved in the service procurement process), persons acting on their behalf, authorised representatives, supervisory authorities, and others indicated in requests for proposal or related documentation	Directly from you or from your employer/contracting party	Art. 6(1)(b) GDPR – data are necessary to process your request and conduct negotiations	All data provided during the negotiation process, including: name, surname, personal ID number (PESEL), date/place of birth, professional experience, authorisations, criminal records (if applicable), residence address, contact details	Conducting negotiations or another form of service procurement	No shorter than the duration of the contract resulting from the negotiations

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Persons whose data are included in a contract with the Controller	Directly from you or your employer (contracting party)	Art. 6(1)(c) GDPR – processing is necessary for compliance with legal obligations of the Controller	Name, surname, contact details, job title, tax identification number (NIP), company registration number (REGON), if applicable	Conclusion and performance of the contract	No shorter than until the expiration of limitation periods for claims arising from the contract and their resolution, including tax obligations
Individuals who are not explicitly listed in the contract but perform the contract on behalf of the Client, or who act on behalf of the persons listed in the contract while carrying out the contract on the Client's behalf	Directly from you or from your employer (Client)	Art. 6(1)(f) GDPR – legitimate interest of the Controller to know who is acting on its premises or in its name	Name, surname, contact details, job title, phone number, email address; if present on Controller's premises – image (in the case of video surveillance, subject to prior notification)	Contract performance and internal organizational security	No shorter than until the expiration of limitation periods for claims arising from the contract and their resolution

### Data Retention Period

Your personal data may be processed for no less than the duration required for the limitation period of any claims or the resolution of any asserted claims (alternatively: for the settlement of any public funding received), or for tax-related purposes for a period not exceeding five (5) years from the end of the calendar year in which the relevant tax obligation arose – whichever of these periods is longer.

Furthermore, following the exhaustion of all other legal grounds, your personal data may continue to be processed for archiving purposes. This constitutes a legitimate interest of a public legal entity carrying out public tasks financed with public funds, as referred to in Article 6(1)(f) of the GDPR. In such a case, the further retention period for archiving purposes shall not exceed five (5) years from the end of the calendar year in which the contract or agreement was executed, unless a longer processing period is necessary, for example due to statutory archiving obligations, the need to assert or defend legal claims, or other obligations arising from generally applicable legal provisions.

### Extension of the Retention Period by Law

If any legal provision stipulates a longer period for the processing of personal data, such extended period shall apply.

### Recipients of Personal Data

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The Controller may, in accordance with applicable laws, transfer your personal data to other recipients. This constitutes a possibility, not an obligation. The recipients of your personal data may be in particular:

- a) duly authorized associates of the Controller or service providers acting on its behalf, to the extent necessary and justified, including – for example – providers of IT, software, hosting or security services;
- b) entities authorized to exercise statutory or contractual audits or supervision over the Controller, in particular: the Łukasiewicz Research Network, and the President of Łukasiewicz Research Network, as well as the relevant minister;
- c) other entities legally authorised to exercise oversight and control, and other bodies empowered by law, e.g. the police;
- d) courier companies, postal operators, etc.

### **Disclosure Under Public Access to Information Legislation**

Your personal data may also potentially be disclosed pursuant to a request under the right of access to public information. This may, in certain cases, result in the transfer of personal data outside the European Economic Area.

### **Transfers to Third Countries or International Organizations**

Your personal data will not be transferred to third countries or international organizations, subject to the following exception: this does not apply to data transfers necessary for the implementation and settlement of funding, grants, research programs, etc., financed from the budget of the European Union. In such cases, your data may be transferred to the European Union as an international organization, to the extent necessary for the fulfilment of obligations and the lawful use of public funds. The Controller uses Microsoft 365 services, which may involve the transfer of your personal data to a third country. The terms governing the use of Microsoft 365 Online Services, including Microsoft's commitments regarding the processing and protection of user data and personal data, are defined in Microsoft's official documentation, in particular:

1. [Privacy Statement](#);
2. [Microsoft Services Agreement \(MSA\)](#).

Within the Microsoft service framework, data entered Microsoft 365 are processed and stored in a specified geographical location. According to the available administrative functionalities of the Microsoft platform, the organizational profile (available in the "Organization Profile" section) confirms that the data are processed within the territory of the European Union.

Microsoft conducts annual audits of the Online Services, including security audits of computers, the IT environment, and physical Data Centers, supervised and authorized by third parties, including the law, details of which can be found at: <https://www.microsoft.com/en-us/trust-center/privacy?docid=27>.

**No decisions concerning your personal data will be made by automated means. Your data will also not be subject to profiling.**

### **Requirement to Provide Personal Data**

Providing your personal data is required for the conclusion and execution of a contract or agreement. Failure to provide such data will result in the inability to conclude the contract or agreement.

### **Exercise of Your Rights**

To exercise your rights, please contact the Controller via e-mail using the contact details of the Data Protection Officer provided above. You have the following rights:

- a) the right to access the personal data you have provided;
- b) as a rule – the right to rectify or supplement the personal data you have provided;
- c) as a rule – the right to request restriction of processing in the cases specified in Article 18 of the GDPR;

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- d) file a complaint to the President of the Personal Data Protection Office regarding the processing of data by the Controller (<https://uodo.gov.pl/en/p/kontakt>);
- e) as a rule – the right to erasure of your data (“right to be forgotten”). However, we inform you that this right does not apply to the extent that the processing of your data is based on Article 6(1)(c) of the GDPR (processing is required to comply with a legal obligation) or Article 6(1)(e) of the GDPR (processing is necessary for the establishment, exercise or defence of legal claims), as specified in Article 17(3)(b), (d) and (e) of the GDPR;
- f) as a rule – the right to data portability, where the legal basis for processing is Article 6(1)(b) of the GDPR or your consent. However, please note that this right does not apply to processing necessary for the performance of a task carried out in the public interest and is restricted in this context in accordance with Article 20(3) of the GDPR;
- g) as a rule – the right to object to the processing of personal data. Please note, however, that as long as the legal basis for processing your data is Article 6(1)(c) (or alternatively Article 6(1)(b)) of the GDPR, you do not have the right to object, in accordance with Article 21(1) of the GDPR;
- h) the right to withdraw your voluntarily given consent at any time – where the processing is based on consent. The withdrawal of consent shall not affect the lawfulness of the processing carried out on the basis of such consent prior to its withdrawal. As a rule, the processing of your data does not rely on consent, and therefore this right will typically not apply.

Please note that, due to applicable legal provisions and the nature of procurement procedures related to the implementation of projects (e.g. those financed from European or other public funds), certain limitations to your data protection rights may apply in specific cases. Such limitations may arise from project-specific guidelines concerning procurement processes.

In the event of any doubts or questions, you are encouraged to contact the Controller’s Data Protection Officer.

