



Łukasiewicz

PORT
Polski Ośrodek
Rozwoju
Technologii

INFORMATION CLAUSE

FOR THE PUBLIC OR FOR THE PURPOSE OF HANDLING CORRESPONDENCE

(valid from 01 June 2025, version 3.0)

Pursuant to Article 13(1) and (2) as well as Article 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 so-called General Data Protection Regulation) ("**GDPR**"), we inform you that that:

DATA CONTROLLER

The controller of personal data is (contact details): **Łukasiewicz Research Network – PORT Polish Center for Technology Development with its registered office in Wrocław**, 147 Stabłowicka Street, 54-066 Wrocław, KRS: 0000850580; NIP: 8943140523; e-mail: biuro@port.lukasiewicz.gov.pl (hereinafter referred to as the "Controller").

DATA PROTECTION OFFICER

The Controller has appointed a Data Protection Officer ("**DPO**"). Contact with the DPO: iod@port.lukasiewicz.gov.pl or in writing to the address of the Controller indicated above. We invite you to contact us in all matters related to the processing of your data.

LEGAL BASIS AND PURPOSE OF PROCESSING

The purpose of the processing of your personal data is:

1. communication and replying to messages, conducting correspondence, responding to received correspondence, handling requests, accepting and handling requests via e-mail, telephone or websites – the basis for the processing is the legitimate interest of the Controller, pursuant to Article 6(1)(f) of the GDPR;
2. necessity for the purposes of the legitimate interests pursued by the Personal Data Controller, consisting in the establishment, pursuit or defense of claims, pursuant to Article 6(1)(f) of the GDPR;
3. taking action at the request of the data subject before concluding the Agreement – receiving offers, first contact, pursuant to Article 6(1)(b) of the GDPR.

PERIOD OF PROCESSING

Your personal data may be processed until the inquiry is processed, including to respond to the correspondence sent, or to submit a report/question during a meeting or during a telephone conversation, or until the statute of limitations for any claims or settlement of the claims pursued. Notwithstanding the above, your personal data may be processed for archival purposes for the period specified in the Controller's internal documentation in connection with the Act on National Archival Resources and Archives.

DATA SOURCE AND DATA CATEGORIES

We process your data provided to Us directly or by your employer or co-worker or the Client for the purposes indicated above. If the data has not been provided to us directly, as a rule, they concern such categories of data as: name, surname, e-mail, telephone number, business position, place of work, etc.

DATA RECIPIENTS

Subject to all data security guarantees, we may transfer your data to other entities, including entities authorized to receive them on the basis of applicable law, entities processing them on our behalf (e.g. providers of technical or IT services, entities providing hosting services, providers of analytical services, entities providing us with consulting services) and other administrators (e.g. notary or law firms). Your personal data may also potentially be disclosed in the mode of access to public information at the request of any interested party.

TRANSFER OUTSIDE THE EUROPEAN ECONOMIC AREA

Your personal data will generally not be transferred to third countries or international organizations. If necessary for the purposes set out above, we may transfer your personal data to our recognised subcontractors or contractors in countries outside the EEA. Bearing in mind that the level of personal data protection in these countries may differ from that provided by the GDPR in the European Union, the transfer of data is carried out with an adequate level of protection, primarily through verification of the EC's decision.

Your administrator uses Microsoft 365. Personal data may be transferred to a third country (USA) on the basis of the decision of the European Commission of 10 July 2023, stating the adequacy level of protection provided by the "EU-US Data Privacy Framework", in connection with the Controller's use of solutions provided by Microsoft. A list of entities that have signed up to the EU-US Data Protection Framework is available at: Participant Search (dataprivacyframework.gov).

Unless otherwise decided by the European Commission: personal data may be transferred on the basis of standard contractual clauses used in contracts with such companies, or binding corporate rules approved by the competent supervisory authority, or on the basis of the conditions set out in Article 49 of the GDPR.

PROFILING

With regard to your personal data, decisions will not be made by automated means. There will also be no profiling based on them.

DATA REQUIREMENT

Providing personal data is voluntary, but necessary for the Controller to respond to correspondence, questions submitted during a meeting or telephone conversation, or to properly handle the request, establish contact. The consequence of not providing personal data may be the inability to respond or process the inquiry and make contact.

RIGHTS AND RIGHTS

In order to exercise your rights, please contact the Controller by e-mail at the above-mentioned contact details of the Data Protection Officer. You have the right to:

1. access to the personal data provided;
2. as a rule - rectify or supplement the personal data provided;
3. as a rule - request restriction of the processing of personal data in the situations specified in Article 18 of the GDPR;
4. lodge a complaint with the President of the Office for Personal Data Protection against the processing of data by the Controller;
5. as a rule - to delete data (the right to be forgotten). However, we would like to inform you that you do not have the right to delete your data (the right to be forgotten) to the extent determined by Article 17(3)(b), (d) or (e) of the GDPR as long as the basis for the processing of your data is Article 6(1)(c) of the GDPR (it is limited due to the fact that it is processing for the purposes resulting from the provisions of law – the Ordering Party must process this data in accordance with the law) or Article 6(1)(f) of the GDPR (up to establishing, exercising or defending claims or for archiving purposes in the public interest);
6. as a rule - the transfer of personal data, when the basis for processing is Article 6(1)(b) of the GDPR or on the basis of consent. However, we inform you that: this right does not apply to processing that is necessary for the performance of a task carried out in the public interest and is restricted in this procedure (Article 20(3) of the GDPR);
7. as a rule - to object to the processing of personal data (if personal data is processed on the basis of the legitimate interest of the Controller, details in Article 21(1) of the GDPR);
8. withdraw their voluntary consent to the processing at any time – if the processing is based on consent. The withdrawal of this consent does not affect the previous processing on this basis, before its withdrawal. As a rule, as part of the purposes of processing, your data will not be processed on the basis of consent, so this right does not apply in principle.

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In case of any doubts, please contact the Controller's Data Protection Officer.

