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INFORMATION CLAUSE
FOR PROCESSING OF PERSONAL DATA FOR THE PURPOSE OF CONCLUDING
AND PERFORMING CONTRACTS

(valid from 01 June 2025, version 3.0)

According 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 General Data Protection Regulation) ("**GDPR**"), we hereby inform you about that:

DATA CONTROLLER

The controller of your 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 (Poland), 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 Controller's address indicated above. We invite you to contact us in all matters related to the processing of your data.

DETAILED INFORMATION ON THE PROCESSING OF PERSONAL DATA

Data Subject	Source of Data	Legal basis for processing	Categories of Personal Data	Purpose of processing	Retention period
participant in the negotiations, persons representing or proxies, members of governing bodies, etc.	from you (you provide us with your personal data; it may happen that we receive your data from your employer or principal	art. 6 (1) (b) of the GDPR Article 6(1)(f) of the GDPR – which is the legitimate interest of the Controller in order to prepare an offer, negotiate, conclude the Agreement and its implementation Article 6(1)(e) of the GDPR - where applicable for the performance of a task carried out in the public interest	all personal data that you provide during negotiations, in particular: name, surname, business e-mail, business telephone number, job position or place of employment	conducting negotiations , implementation of public tasks, reporting or archival purposes	until the negotiations are concluded
persons concluding the contract and whose data has been indicated in such a contract (e.g. contact persons) and performing the contract	from you directly or from your employer or principal	as above, and in addition Article 6(1)(c) of the GDPR in connection with the provisions of tax law	as above; also possible: NIP, REGON.	as above and the conclusion and performance of the contract, including legal and tax obligations	until the statute of limitations for any claims expires or is resolved, including the performance of tax obligations
persons not expressly indicated in the Agreement, but performing the	from you directly or from your employer or principal	Article 6(1)(f) of the GDPR – the Controller has a legitimate interest to know with whom he or she is in contact in a contractual	as above; if you perform work on the Controller's premises:	performance of the contract	until the statute of limitations for any claims

Agreement		relationship, who enters his or her premises, in what role the other person acts, etc.	image (as part of monitoring – the clause is available on the website).		under the agreement in question expires or is resolved
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PERIOD OF PROCESSING FOR ARCHIVAL PURPOSES

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 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.

We use 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

The provision of personal data is required to conduct negotiations, conclude a contract/agreement and implement them. Failure to provide data will result in the inability to negotiate or cooperate.

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

Page 2 with 3



Łukasiewicz

PORT

Polski Ośrodek

Rozwoju

Technologii

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.

We would like to point out that the law and the essence of the procurement procedures related to the implementation of projects (financing from European or other funds), in particular the project guidelines, may result in further restrictions on your rights in specific cases.

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

