

All Łukasiewicz-GIT Information Clauses are available on the website: <https://git.lukasiewicz.gov.pl/dane-osobowe/>

INFORMATION CLAUSE sending correspondence by traditional mail

Pursuant to Articles 13(1) and (2) and 14(1) and (2) of the General 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 (General Data Protection Regulation, hereinafter: "GDPR"), we inform you that:

- 1) **The Administrator of your personal data is the Łukasiewicz Research Network - Upper Silesian Institute of Technology** (also referred to as "Łukasiewicz-GIT"). The Administrator can be contacted by telephone: (+48) 32 23 45 205, by e-mail: sekretariat@git.lukasiewicz.gov.pl or by letter to the address: Sieć Badawcza Łukasiewicz – Górnośląski Instytut Technologiczny, ul. Karola Miarki 12-14, 44-100 Gliwice.
- 2) The Administrator has appointed a **Data Protection Officer** who can be contacted at the following email address: iod@git.lukasiewicz.gov.pl or by letter to the address: Inspektor Ochrony Danych Osobowych, Sieć Badawcza Łukasiewicz – Górnośląski Instytut Technologiczny, ul. Karola Miarki 12-14, 44-100 Gliwice.
- 3) **Legal basis and purposes of processing your personal data:**
 - a) Article 6(1)(a) of GDPR - on the basis of your voluntary, informed consent, also in the form of voluntary affirmative action, e.g. by handing over a business card or providing your name, surname and mailing address, by which you consent to the processing of your personal data by the Administrator for the purpose of contacting you and sending you the expected commercial offers, leaflets, information materials, etc. by letter. You may withdraw this consent at any time by sending information about the withdrawal to the e-mail address: sekretariat@git.lukasiewicz.gov.pl,
 - b) Article 6(1)(f) of GDPR - for the purposes resulting from legitimate interests pursued by the Administrator or by a third party, i.e.: to carry out contact for the purposes of professional cooperation by sending you correspondence by letter, to carry out information, promotional, educational and marketing (commercialisation) activities, pursuant to Art. 1(2), 2(2), 3(2) and 4 of the Act of 21 February 2019 on the Łukasiewicz Research Network, against which you may object to the Administrator at any time by sending information about your objection to the e-mail address: sekretariat@git.lukasiewicz.gov.pl; to keep records of correspondence for evidence purposes for the period of the limitation period for claims.
- 4) Recipients or categories of Recipients of your personal data - authorities supervising the Administrator's activities, superior bodies and public authorities or entities entitled to obtain data on the basis of applicable legislation, and entities providing services to the Administrator within the framework of concluded contracts, inter alia in the scope of:
 - provision of document shredding and archiving services,
 - provision of technical and organisational services to the Administrator to ensure efficient management (in particular: ICT service providers, equipment suppliers, courier and postal companies, entities cooperating by the preparation and distribution of publications, entities operating websites, social media, etc.),
 - provision of legal, insurance and consultancy services.
- 5) Your personal data will not be transferred to a third country / international organisation.
- 6) Your personal data will be processed for the period of sending commercial offers, leaflets, information materials, etc., by mail until these purposes cease or you withdraw your voluntarily given consent to the Administrator, and then until the end of the period of limitation of claims under generally applicable law, including Article 118 of the Act of 23 April 1964 Civil Code. The Administrator will keep your personal data for archival purposes for the period of time resulting from the Act of 14 July 1983 on National Archival Resources and Archives to the extent that these requirements are applicable and the internal regulations of Łukasiewicz-GIT. At the end of these periods, your personal data will be deleted.
- 7) **You have the right to:**
 - a) request from the Administrator, in the manner set out in point 1 above, access to your personal data, its rectification, erasure ("right to be forgotten"), restriction of processing and the right to data portability.
 - b) object to the Administrator on grounds relating to your particular situation, in the manner set out in point 1 above, to the processing of your personal data for purposes arising from legitimate interests pursued by the Administrator or by a third party (Article 6(1)(f) of GDPR).
 - c) withdraw at any time the consent you have given to the Administrator, in the manner set out in point 1 above, where the processing is based on your freely given consent (Art.6(1)(a)). The withdrawal of consent is not retroactive and does not affect the lawfulness of the processing carried out on the basis of consent before its withdrawal.
 - d) lodge a complaint with the supervisory authority, i.e. Prezes Urzędu Danych Osobowych, ul. Stawki 2, 00-193 Warszawa, <https://uodo.gov.pl/pl/p/kontakt>, tel. (+48) 22 531 03 00, if you consider that the Administrator's processing of your personal data violates the provisions of GDPR.
- 8) Your provision of personal data is entirely voluntary. Failure to provide this data will result in the impossibility of sending sales offers, leaflets, information material, etc. to you by post.



Łukasiewicz

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Instytut

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- 9) The Administrator has obtained your personal data from your colleagues or from publicly available sources (e.g. websites, information in newspapers, magazines, etc.). The personal data received is the usual personal data, i.e.: name, surname, position/function, name of the workplace, mailing address.

