



Łukasiewicz

Górnośląski
Instytut
Technologiczny

All Łukasiewicz-GIT GDPR Information Clauses are available on the website: <https://git.lukasiewicz.gov.pl/en/personal-data/>

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 Controller of your personal data is Łukasiewicz Research Network – Upper Silesian Institute of Technology** (hereinafter referred to as "Łukasiewicz – GIT"), with its registered office in Poland. The Controller can be contacted by telephone: (+48) 32 23 45 205, by email: sekretariat@git.lukasiewicz.gov.pl or by letter at the address: Sieć Badawcza Łukasiewicz – Górnośląski Instytut Technologiczny, ul. Karola Miarki 12-14, 44-100 Gliwice, POLAND.
- 2) The Controller has appointed a **Data Protection Officer**, who can be contacted by email: iod@git.lukasiewicz.gov.pl or by letter at the address: Inspektor Ochrony Danych Osobowych, Sieć Badawcza Łukasiewicz – Górnośląski Instytut Technologiczny, ul. Karola Miarki 12-14, 44-100 Gliwice, POLAND.
- 3) **Legal basis and purposes of processing your personal data:**
 - a) Article 6(1)(a) of the 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 Controller 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 the GDPR – processing is necessary for the purposes of the legitimate interests pursued by the Controller or by a third party, i.e., to establish contact for the purposes of professional cooperation by sending you correspondence by post; conduct informational, promotional, educational and marketing (commercialisation) activities, pursuant to Article 1(2), 2(2), 3(2) and 4 of the Act of 21 February 2019 on the Łukasiewicz Research Network, to which you may lodge an objection with the Controller at any time by sending information about your objection to the e-mail address: sekretariat@git.lukasiewicz.gov.pl; retention of correspondence for evidentiary purposes for the period resulting from the limitation periods for claims.
- 4) Recipients or categories of Recipients of your personal data - authorities supervising the Controller'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 Controller within the framework of concluded contracts, inter alia in the scope of:
 - a) provision of document shredding and archiving services,
 - b) provision of technical and organisational services to the Controller to ensure efficient management (in particular: ICT service providers, equipment suppliers, courier and postal companies, entities cooperating in the preparation and distribution of publications, entities operating websites, social media, etc.),
 - c) 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 Controller, 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 Controller 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 Controller, 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) to lodge an objection with the Controller on grounds relating to your particular situation, in the manner set out in point 1 above, to the processing of your personal data for the purposes of the legitimate interests pursued by the Controller or by a third party (Article 6(1)(f) of the GDPR).
 - c) withdraw at any time the consent you have given to the Controller, in the manner set out in point 1 above, where the processing is based on your freely given consent (Article 6(1)(a)). The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.
 - d) lodge a complaint with the supervisory authority i.e., President of the Personal Data Protection Office in Poland, by telephone: (+48) 22 531 03 00, by email: <https://uodo.gov.pl/pl/p/kontakt> or by letter at the address: Prezes Urzędu Ochrony Danych Osobowych, ul. Stanisława Moniuszki 1A, 00-014 Warszawa, POLAND, if you consider that the Controller's processing of your personal data violates the provisions of the 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.
- 9) The Controller has obtained your personal data from your coworkers or from publicly available sources (e.g. websites, information in newspapers, magazines, etc.). The personal data received includes ordinary personal data, i.e., first name, surname, position/function, name of the workplace and business contact details (telephone, e-mail).