

## **General Information Clause**

We are informing you that we process your personal data - detailed information can be found below:

### **I. Personal data controller**

The controller of your personal data is the Institute of Physical Chemistry of the Polish Academy of Sciences with its registered office in Warsaw, ul. Kasprzaka 44/52, 01-224 Warsaw, NIP: 5250008755, REGON: 000326049 (the "Institute").

### **II. Contact Details of the Data Controller - the Institute**

You can contact us:

1. By telephone: 22 343 3115;
2. By e-mail: [iod@ichf.edu.pl](mailto:iod@ichf.edu.pl);
3. In writing, sending any correspondence to the following address: Institute of Physical Chemistry of the Polish Academy of Sciences, ul. Kasprzaka 44/52, 01-224 Warsaw.

### **III. Contact details of the Data Protection Officer**

We have designated a person responsible for the protection of personal data, i.e. the Data Protection Officer, who can be contacted as follows:

1. By e-mail : [iod@ichf.edu.pl](mailto:iod@ichf.edu.pl);
2. In writing, sending any correspondence to the following address: Institute of Physical Chemistry of the Polish Academy of Sciences, ul. Kasprzaka 44/52, 01-224 Warsaw.

### **IV. Purposes of Data Processing, Legal Basis**

**We process your personal data for the following purposes:**

1. For the conclusion and performance of the contract for the use of the Institute's services - since processing is necessary for the performance of the contract (Article 6, paragraph 1, letter b) of the GDPR);
2. For the implementation of scientific and research activities - since processing is necessary for the performance of the contract (Article 6, paragraph 1, letter b) of the GDPR);
3. For direct marketing of products or services - since processing is necessary to implement a legally legitimate interest (Article 6, paragraph 1, letter f) of the GDPR), which is the possibility of direct marketing;
4. For the establishment, investigation or defense against claims related to the concluded contract or the processing of your personal data - since processing is necessary to fulfill a legally legitimate interest (Article 6, paragraph 1, letter f) of the GDPR), which is the possibility of establishing, investigating or defense against claims;
5. To fulfill the legal obligations imposed on us resulting from the relevant legal provisions - since processing in this case is necessary to fulfill the legal requirements to which we are subject (Article 6, paragraph 1, letter c) of the GDPR).

### **V. Categories of Recipients of Provided Data**

Your personal data may be disclosed to the following categories of entities:

1. Entities authorised under the law (courts, state bodies);
2. Entities providing accounting, IT, marketing, communication and analytical services, legal and debt collection services, research units, scientific institutions;
3. Our sub-contractors and other entities with whom we cooperate.

#### **VI. Transmission of data outside the European Economic Area**

Your data is not transferred outside the European Economic Area.

#### **VII. The Period of Data Retention**

**We will process your data:**

1. In order to perform the contract - until the limitation period for claims has expired;
2. For the purpose of marketing products and services - until the contract is terminated or has expired or an objection is raised;
3. In order to fulfill our legal obligations - until the data storage obligations resulting from legal provisions expire;
4. To establish, investigate or defend against claims - until the limitation period for these claims has expired.

#### **VIII. Your rights**

**In accordance with GDPR, you have the following rights:**

1. The right to access your data and receive a copy thereof;
2. The right to rectify (amend, supplement) your data;
3. The right to delete data, limit data processing;
4. The right to withdraw consent to the processing of your personal data at any time. Withdrawal of consent does not affect the lawfulness of any processing which was carried out on the basis of your consent prior to its withdrawal;
5. The right to transfer data;  
In order to exercise the above rights please contact the Institute: by e-mail: [iod@ichf.edu.pl](mailto:iod@ichf.edu.pl); by telephone: 22 3433115.
6. The right to lodge a complaint with the supervisory body.

#### **IX. The right to object**

You may, at any time, object to the processing of your personal data: by e-mail: [iod@ichf.edu.pl](mailto:iod@ichf.edu.pl); by telephone: 22 3433115.

#### **X. Information about the requirement or voluntary nature of data submission and the consequences of non-submission of data**

The provision of your personal data is voluntary, but it is necessary to conclude and perform contracts, including using the services of the Institute and for the Institute to conduct scientific and research activities.