

General Information Clause on Personal Data Processing

Łukasiewicz Research Network – Krakow Institute of Technology

In connection with the implementation of the requirements 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 (General Data Protection Regulation, “GDPR”), we inform you about the rules for processing your personal data and your rights related thereto.

The Łukasiewicz Research Network – Krakow Institute of Technology in Krakow (hereinafter: the Institute), with its registered office at ul. Zakopiańska 73, 30-418 Kraków,

e-mail: sekretariat@kit.lukasiewicz.gov.pl,

phone: 12 26 18 324,

as the Controller of your personal data, informs you that:

1. Your personal data will be processed by us for purposes including:
 - provision of services by the Institute in accordance with the current offer,
 - employee recruitment processes,
 - fulfillment of employer obligations towards employees,
 - execution of public procurement,
 - performance of contracts concluded between the parties,
 - organization of trainings, workshops, conferences, and seminars,
 - video surveillance,
 - promotion of the Institute’s activities.
2. In connection with the above purposes, your personal data will be processed based on legal provisions, and in some situations – on the basis of your consent (within the scope and purpose specified in the content of the consent), or in connection with the conclusion and performance of a contract to which you are a party.
3. In relation to the processing of data for the purposes mentioned in point 1, the recipients of your personal data may include:

- public authorities and entities performing public tasks or acting on behalf of public authorities, to the extent and for purposes arising from generally applicable law;
 - other entities that process your personal data on behalf of the Institute, on the basis of appropriate agreements concluded between the Institute and these entities.
4. Your personal data will be stored for the period necessary to achieve the purposes specified in point 1, and thereafter for the period and to the extent required by generally applicable law.
5. In connection with the processing of your personal data, you have the following rights:
- the right to access your personal data (under the terms specified in Article 15 of the GDPR),
 - the right to rectify (correct) personal data if the data are incorrect or incomplete,
 - the right to erase personal data (under the terms specified in Article 17 of the GDPR),
 - the right to data portability, if the following conditions are met:
 - a. the processing is based on a contract concluded with the data subject or on the basis of consent given by that person,
 - b. the processing is carried out by automated means,
 - the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal (this right may only be exercised with respect to data collected on the basis of consent),
 - the right to restrict data processing (under the terms specified in Article 17 of the GDPR).
6. If you believe that the Institute's processing of your personal data violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw.
7. Where the processing of personal data is based on the consent of the data subject, providing your personal data to the Institute is voluntary.
8. Providing your personal data is mandatory if the legal basis for processing is a legal provision or a contract concluded between the parties.
9. The consequence of not providing data is the inability to provide the service you are seeking.
10. For all matters related to the processing of personal data by the Institute, you can contact the designated Data Protection Officer at daneosobowe@kit.lukasiewicz.gov.pl or in person at the Institute's registered office.

The above information on the processing of personal data by the Institute is of a general nature. Detailed information regarding the processing of personal data and your rights, in fulfillment of the information obligation of the controller referred to in Article 13(1) and (2) of Regulation (EU) 2016/679, will be provided to you in connection with the handling of a specific matter.