

INFORMATION OBLIGATIONS – EMPLOYEE

1. The Controller of your personal data is:
Jerzy Haber Institute of Catalysis and Surface Chemistry Polish Academy of Sciences
Niezapominajek 8, 30-239 Krakow
2. Contact details of the Data Protection Officer (DPO): **Rafał Andrzejewski**
mail: iod.r.andrzejewski@szkoleniaprawnicze.com.pl, tel: +48 504 976 690

The Controller informs you that:

3. Your personal data shall be processed for the purposes of employment.
4. The legal basis for the processing of your personal data is:
 - 1) Article 6 (1)(b) (General Data Protection Regulation), in conjunction with:
 - a) Article 22 (1) of the Act of 26 June 1974 – the Labour Code,
 - b) Ordinance of the Minister of Labour and Social Policy of 10 December 2018 on the obligation to keep relevant social documents (Journal of Laws of 2018, item 917, as amended),
 - c) Article 6 (1)(a) of GDPR – in relation to personal data in the case of which there is no processing obligation provided for by applicable laws.
5. **Information on the recipients of personal data:**
Your personal data may be transmitted to entities which process your personal data on behalf of the Controller in accordance with the concluded entrustment agreements on personal data processing (the so-called Processors). The recipient of the data may also be the Social Insurance Institution (ZUS) or other insurance agencies to the extent proportionate to the purpose of the transmission, i.e. insurance contracts.
6. Your personal data shall not be transferred to a third country.
7. **The period** for which your personal data shall be stored:
 - 1) is limited to a strict minimum required by the applicable legislation, but:
 - 2) in the case of the data processed on the basis of your consent, until the withdrawal of this consent.
8. **We inform you that** you have the right to:
 - 1) obtain access your personal data, or to have them rectified, have them erased or restrict the extent of your personal data processing;
 - 2) data portability;
 - 3) lodge a complaint with a supervisory authority;
 - 4) make a written justified request to cease the further processing of your personal data due to your particular situation;
 - 5) object to the processing of your personal data by the Controller for marketing purposes, or to transmitting of your personal data to another data controller;
 - 6) be provided with any information on:
 - a) the inclusion of your data in the Controller's filing systems and the address of the Controller's registered seat;
 - b) the purpose, scope and technique of processing your personal data included in such a filing system;
 - c) the state since when your personal data have been processed in such a filing system;
 - d) any potential data source;
 - e) disclosing your data, in particular information on any data recipients or categories of recipient to whom your data have been or will be disclosed.
9. The provision of your personal data shall be:
 - 1) obligatory, if it is provided for by the applicable legislation;
 - 2) voluntary, if it is based on your consent and necessary to enter into a contract.
10. Your personal data **shall not be subject to** automated individual decision-making, including profiling.
11. Furthermore, we inform you that, with regard to **your personal data which are processed on the basis of your consent, this consent may be withdrawn at any time**. The withdrawal of this consent shall not affect the lawfulness of processing based on consent before its withdrawal. The consent may be withdrawn only in the form in which it was granted.