

## INFORMATION OBLIGATIONS – TRAINEES AND INTERNS

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](#) hereinafter called the Controller. The Controller performs processing operations on your personal data.
2. Contact details of the Data Protection Officer: [Rafał Andrzejewski, mail: iod.r.andrzejewski@szkoleniaprawnicze.com.pl](mailto: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** the preparation of trainees and interns to provide particular services themselves in the future.
4. **The legal basis** for the processing of your personal data is:
  - 1) Article 6 (1)(b) (GDPR), in conjunction with the Act of 20 April 2004 on employment promotion and labour market institutions
  - 2) Article 6 (1)(b) for the purposes of entering into and performing contracts,
  - 3) Article 6 (1)(a) – 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). Your personal data shall not be transferred to **a third country**.
6. **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 processes on the basis of your consent, until the withdrawal of this consent.
  - 3) for the period of time necessary for the performance of the contracts.
7. **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 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.
8. 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.
9. Your personal data **shall not be subject to** automated individual decision-making, including profiling.
10. 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 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.

*\*GDPR is the abbreviation for Regulation (EU) No. 679/2016 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and the free movement of such data, and repealing Directive 1995/46/EC. Hence, in each case we use this abbreviation, we shall refer to provisions of the aforementioned European Community legislation. We shall frequently use the term “General Data Protection Regulation” interchangeably. The GDPR imposes on the Controllers the obligation to meet the so-called information requirement towards individuals whose personal data are being processed by the Controller (Article 13 of the GDPR).*