

INFORMATION CLAUSE ON THE PROCESSING OF PERSONAL DATA

at the National Center for Nuclear Research

for contractors and partners, their representatives, attorneys, representatives, employees, associates in connection with the conclusion and implementation of a contract or agreement or project, order or the fulfilment of a statutory obligation (KSeF)

According to Art. 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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 (GDPR), we would like to inform you that:

1. The Controller of your personal data is the National Center for Nuclear Research (hereinafter referred to as NCBJ) with its registered office in Otwock, Andrzeja Soltana 7, 05-400 Otwock.
2. You may contact the Data Protection Officer at NCBJ at the address given above or at the address iod@ncbj.gov.pl.
3. The personal data Controller processes your personal data on the basis of applicable law and in connection with the implementation of the contract/agreement/project/order.
4. Your personal data is processed for the purpose of:

| Purpose of processing | Legal basis for processing |
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| Implementation of contracts, agreements, orders or projects concluded with contractors | Necessity of processing for the performance of a contract to which the data subject is a party (Article 6(1)(b) of the GDPR) |
| Handling activities related to establishing contact, negotiations, contract, agreement, order or project, correspondence and, in accordance with the purpose for which the personal data were submitted to NCBJ, as well as related to the organisation of events. | Necessity of processing for the performance of a contract (Article 6(1)(b) of the GDPR) for compliance with a legal obligation (Article 6(1)(c) of the GDPR) for the performance of a task carried out in the public interest (Article 6(1)(e) of the GDPR) for the purposes of the legitimate interests pursued by the Controller, including the performance of obligations specified in the contract, agreement or project, correspondence or cooperation (Article 6(1)(f) of the GDPR) |
| Possible determination and pursuit of claims or defense against them | The legitimate interest by the Controller (Article 6(1)(f) of the GDPR), which consists in protecting his rights and pursuing claims |
| Fulfillment of obligations related to bookkeeping and tax documentation, including the performance of tasks in the National e-Invoice System (KSeF) | Necessity of processing for compliance with a legal obligation (Article 6(1)(c) of the GDPR in connection with the Accounting Act and VAT Act) |
| Fulfillment of obligations related to the storage of archival documentation | Necessity of processing for compliance with a legal obligation (Article 6(1)(c) of the GDPR in connection with the Act on National Archival Resources and Archives and VAT Act). |
| During your stay at NCBJ: 1. Ensuring the safety of people and property and preventing violations of the law, 2. Access control to the NCBJ area, 3. Control of materials and assets brought in and out of the NCBJ area | Necessity of processing for the performance of a task carried out in the public interest (Article 6(1)(e) and Article 9(2)(g) of the GDPR - in connection with the Act on the protection of persons and property and the supervision of competent state authorities) |

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| Data processing based on consent | The prerequisite for legalizing the processing may be your express consent (Article 6(1)(a) of the GDPR) |
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5. In connection with the processing of personal data for the purposes referred to in point 4, your personal data may be transferred to entities supporting the internal activities of NCBJ (e.g. law firms, tax offices, auditors, suppliers of systems and solutions, payment service providers), entities authorized under the provisions laws (e.g. Ministry of Finance, tax and enforcement authorities, court bailiffs). In addition, the recipients of personal data may be other entities and persons, which, on the basis of relevant agreements signed with NCBJ, process personal data, for which the NCBJ is the Controller, or for which NCBJ is obliged to demonstrate the accountability of the project/contract/agreement.
6. Your personal data will be stored for the period indicated in the contract/agreement/project binding the parties, for the period of required archiving, as well as for the period specified in the contract and/or for the period for pursuing possible claims. In the case of fulfilling obligations related to National e-Invoice System (KSeF) - the storage period for invoices is 10 years from the date of issue, counting from the end of the year in which they were issued.
7. In connection with the processing of your personal data, you have the following rights: the right to access personal data and receive a copy thereof, the right to request rectification or supplementation of personal data, the right to request removal of personal data (the so-called right to be forgotten), unless deletion of personal data is not possible pursuant to Art. 17 sec. 3 b), d) or e) of the GDPR and the right to request the restriction of personal data processing.
8. If you become aware of the unlawful processing of your personal data at NCBJ, you have the right to lodge a complaint with the supervisory authority competent in matters of personal data protection.
9. Your personal data will not be transferred to third countries or international organizations.
10. You will not be subject to automated decision making or profiling.
11. We receive your personal data from you either directly or from the entity with which the aforementioned contract/agreement has been concluded or the project/order/issuing, sending or receiving invoices is being implemented, and you have been indicated therein as a contractor, partner, representative, agent, employee or associate.
12. The processing of your personal data by NCBJ includes personal data necessary to perform the contract/agreement/order/payment of invoices and established rules/regulations etc., i.e.: name, surname, business address for contact, e-mail, telephone number, as well as personal data necessary to enable access to the NCBJ premises, i.e.: identity document number and foreigner's citizenship, vehicle registration number, image, contents of parcels and parcels brought in/left from the NCBJ premises.
In the case of structured VAT invoices, the personal data processed may include: the first and last name of the natural person/name of the entity, address and email address, other data required by KSeF.