



## Dear Partners

Following the legal effect taken by “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)” – called RODO-

we herewith inform on the processing of your personal data and the rights you have in this connection

1. *INSTYTUT BIOPOLIMERÓW I WŁÓKIEN CHEMICZNYCH (Institute of Biopolymers and Chemical Fibres) with business address: 90-570 Łódź, ul. M. Skłodowskiej-Curie 19/27.* is an Administrator of the personal data (hereinafter called APD)
2. Your personal data can be processed for the following purposes:
  - Conclusion and execution of agreements
  - Maintain contacts and relation with you
  - Perform services and research, fulfill contractual obligations
  - Organize and conduct schooling and conferences
  - Cooperation between R..a D. units;
  - Marketing activity
  - Cause of action, settlement of disputes
  - Recruitment for apprenticeship and training
  - Archiving
  - Fullfilment of legal and lawful obligations pertaining to APD.
3. APD may process following personal data:
  - Name and surnames
  - Permanent or residence address – in case of services provided for natural persons
  - Address for correspondence
  - Education or scientific degree
  - Function / position in the organisation with which APD cooperates
  - Phone number
  - e-mail address
  - Image (photo) – provided that it does not disclose sensitive information, having received consent for the use of the image for given purposes;
  - Other data which ensue from contracts and orders between APD and you or the entity which you represent



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AC 062

**NIP: 724 0000 128**

**REGON: 000043133**

ul. Skłodowskiej-Curie 19/27, 90-570 Łódź

tel. centr. 42 638 03 00 | fax centr. 42 637 65 01

tel. sekretariat 42 638 03 02 | fax sekretariat 42 637 62 14



4. We process your personal data on the basis of:
  - Received consent
  - Performance of agreements and orders or actions started prior to the conclusion of an agreement following your request.
  - Fulfillment of legal obligations concerning APD;
  - Legitimate APD interests.
  - The need to provide security and protection of information imposed on APD by legal and internal regulations
5. Your personal data can be transferred to entities or authorized organs on the ground of legal regulations or to entities and organs which need your data for the purpose for which your data are processed (for example realization of services and orders) i. a.
  - Processors in connection of tasks entrusted by APD and performed on behalf of APD
  - Entities, institutions and contracting partners cooperating with APD in a range indispensable for the performance of the task for which your data are processed.
  - Post and Courier companies for the purpose of correspondence and forwarding of parcels from and to you
  - Entities and bodies qualified under the law.

The transfer of your data is always made on the basis of an adequate agreement or legal regulations. APD provides proper safety means and control.

6. The period of processing of the data by APD depends upon the purpose for which they are processed, time for which consent was given, legal regulations, and regulations lawfully adopted by APD, and legitimate APD interests
7. You have the following rights to:
  - Demand access to your personal data in order to rectify inaccurate
  - Demand to have incomplete data completed including by means of supplementary statement.
  - Demand to erase your personal data or limit their processing;
  - Raise objections against further processing of your personal data;
  - Transfer of your personal data;
  - Notify withdrawal of the consent
  - Lodge a complaint with the supervisory authority i. e the President of the Office of Personal Data Protection.



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We pay much attention to the protection of the privacy of your personal data entrusted to us and with utmost care treat the problem of security of the received information.

When in doubt about the correctness in the processing of your personal data by APD you have the right to lodge a complaint with the supervisory authority.

We are committed to clear communication, constant improvement of the safety level of our operations and transparency; therefore in the matter of personal data you are encouraged to contact us under the address [ODO@ibwch.lodz.pl](mailto:ODO@ibwch.lodz.pl) or to write to the address of the APD seat: *INSTYTUT BIOPOLIMERÓW I WŁÓKIEN CHEMICZNYCH; 90-570 Łódź, Poland ul. Skłodowskiej-Curie 19/27* with the note: "ODO".



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