

**INFORMATION CLAUSE**

*(concerning enquiry, contract without proceedings, outside PPL)*

Pursuant to Article 13(1) and (2) 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) - Official Journal of the EU L 119 of 04.05.2016, p. 1, hereinafter "the GDPR", I inform that:

**1. The Administrator** of your personal data is the Institute of Human Genetics PAS in Poznań, 32 Strzeszyńska Street, 60-479.

**2.** In matters of personal data protection you can contact the **Data Protection Officer**. This function is performed by: Rafał Andrzejewski Contact with the Inspector for Personal Data Officer: at e-mail address: iod@igcz.poznan.pl and by phone at phone no: 504 976 690.

**3. Personal data** will be processed in order to:

**a.** to conclude and perform contracts with customers, contractors and suppliers, on the basis of Article 6(1)(b) and (c) of the GDPR in conjunction with the Civil Code Act of 23 April 1964 and other relevant legal acts,

**b.** fulfilment of the Administrator's legal obligations relating to accounting, bookkeeping, possibly in order to assert or defend against claims, and, after the fulfilment of these purposes, in connection with the fulfilment of archiving obligations (on the basis of Article 6(1)(c) and (f) of the GDPR )

**4.** Recipients of data will be persons or entities to whom the documentation of the proceedings will be made available and performing services on behalf of and for the Administrator.

**5.** Personal data will be stored for the period required by law. For accounting and tax purposes, we will process it as long as we are obliged to do so by law - currently 5 years calculated from the end of the calendar year in which the tax obligation arose. In addition, we will retain the data for the period of the statute of limitations for claims, in accordance with applicable law, and for the period required by our archiving regulations.

**6.** Providing personal data is voluntary, however, it is necessary in order to participate in the proceedings and is a condition for the conclusion and performance of the contract. Failure to provide data will make it impossible to participate in the proceedings and conclude the agreement.

**7.** With regard to personal data, decisions will not be taken in an automated manner, pursuant to Article 22 GDPR .

**8. You have the right:**

1) pursuant to Article 15 GDPR the right of access to personal data concerning you, including the right to obtain a copy of the data;

2) Pursuant to Article 16 GDPR , the right to request rectification/complete of your personal data;

3) the right to erasure - you have the right under the grounds and conditions set out in Article 17 of the GDPR ,

4) the right to restrict processing - shall be exercised under the grounds and conditions set out in Article 18 GDPR ,

5) right to personal data portability - one has the right under the circumstances and conditions set out in Article 20 GDPR ,

6) the right to object to the processing - shall be exercised under the grounds and conditions set out in Article 21 GDPR ,

7) the right to lodge a complaint to the supervisory authority (President of the Office for Personal Data Protection).

**Declaration to the offer form:**

(if applicable) I declare that I have complied with the information obligations provided for in Article 13 or Article 14 of the RODO <sup>1</sup> towards natural persons from whom I have directly or indirectly obtained personal data in order to apply for public procurement in this procedure.