

Institute of Agrophysics, Polish Academy of Sciences (IA PAS) processes your personal data in a particularly careful manner and implements appropriate technical and organizational measures to ensure a level of security corresponding to the risks of violating the rights and freedoms of natural persons resulting from the scope, nature, context and purposes of data processing.

In accordance with 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 –hereinafter referred to as GDPR), IA PAS informs that:

I. IA PAS processes personal data for the following purposes:

1. managing employment (including recruitment), related social benefits and the implementation of tax obligations,
2. conducting PhD studies and other forms of education,
3. conducting scientific and research and development works as well as disseminating their results,
4. granting academic degrees,
5. cooperating with domestic and foreign institutions, scientific organizations and other entities,
6. running a business which supports the IA PAS' scientific activity,
7. running journals, library, information and promotional activities,
8. implementing contracts, including the provision of services based on the civil law contracts,
9. tendering,
10. archiving data crucial for the public interest,
11. issuing invoices and bills, producing financial reports, and settling accounts,
12. ensuring the safety of persons and property on the IA PAS' premises and conducting supervision on technological and research processes,
13. providing access to public information,
14. organizing conferences, conventions, scientific symposia and trainings.

II. Legal basis resulting from GDPR regarding the personal data processing carried out by the Controller (defined in point IV) are as follows:

1. Processing is necessary for compliance with a legal obligation of the Controller.
2. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller.
3. Processing is necessary for carrying out a contract to which the data subject is party, or to take action at the request of the data subject before entering into a contract.
4. The consent of the data subject is voluntary.
5. Processing is necessary for establishing, asserting or defending claims, or as part of the administration of justice through the courts.
6. Processing is necessary for the Controller or the data subject to fulfil their obligations and exercise specific rights in the fields of the labour law, social security and social protection, if and only if this is permitted by the EU or the Member State law, or by collective agreement under the Member State law. Such laws and agreements provide for adequate safeguards for the fundamental rights and interests of the data subject.
7. Processing is necessary for archiving purposes in the public interest, for scientific or historical research purposes or for statistical purposes in accordance with Article 89(1) EU GDPR on the basis of European Union law or the Member State law which are proportionate to the objective pursued, they do not infringe the essence of the right to data protection and provide for adequate and specific measures to protect the fundamental rights and interests of the data subject.

III. Personal data processed by IA PAS mainly concerns the following categories of people:

1. candidates for vacant workplace,
2. IA PAS employees and members of their families,
3. interns, trainees and PhD students,
4. participants of conferences and trainings organized by IA PAS,
5. parties to civil law contracts,
6. persons whose data is processed in connection with their request for access to public information,
7. contractors and their employees,
8. persons staying on the premises of IA PAS (monitoring).

IV. It acts upon the following Information clause:

1. The Controller of personal data processed for the abovementioned purposes is the Institute of Agrophysics, Polish Academy of Sciences, Str. Doświadczalna 4, 20-290 Lublin POLAND, www.ipan.lublin.pl
2. The Data Protection Officer is Mr Krzysztof Kajdrowicz e-mail: k.kajdrowicz@ipan.lublin.pl
3. Category of recipients of data: entities authorized by law, entities processing personal data at the explicit request of IA PAS, eg: IT support for systems used by IA PAS.
4. Data transmission to third countries (i.e. outside the European Union): your data will not be transferred to a third country or international organization, excluding situations arising from legal provisions.
5. The date of data removal: in accordance with law and the Office Procedures.
6. Every person whose personal data is being processed, on the terms specified in legal provisions, has the right: to access, to correct, to delete, to limit processing, to transfer data, to raise objections, to withdraw consent. Applications regarding the implementation of the above rights should be directed to the Controller's address. The explanation of these rights is included in point V.
7. In case of finding that the processing of personal data violates the provisions of the EU GDPR of 27 April 2016, everyone is entitled to bring a complaint to the supervisory authority.
8. Your personal data shall not be subject to automated decision-making, including profiling.

V. The data subject has the following legal rights:

- Article 15 EU GDPR "right of access by the data subject": the data subject shall have the right to obtain information which data, how and for what purpose is processed;
- Article 16 EU GDPR "right to rectification": the data subject shall have the right to report to the Controller the need to correct or complete stored data;
- Article 17 EU GDPR "right to erasure ('right to be forgotten)': the data subject shall have the right to submit a request to delete data. If the request is justified, the Controller will delete the data without undue delay. However, this right shall not apply when data processing is necessary for:
 - purposes related to the fulfilment of the Controller's legal obligations,
 - performing a task carried out in the public interest or within the public authority entrusted to the Controller,
 - archiving purposes in the public interest, scientific or historical research purposes or statistical purposes;
- Article 18 EU GDPR "right to restriction of processing": the data subject shall have the right to submit a request to limit the processing of data if the accuracy of the personal data is contested or the processing is unlawful. Such be the case, the data will be stored but not processed. Further processing of the data may take place only after the reasons for which the data processing has been limited have ceased to exist;

- Article 20 EU GDPR “right to data portability”: the data subject shall have the right to transmit data, processed on the basis of consent and in an automated manner, from one controller to another;
- Article 21 EU GDPR “right to object”: the data subject shall have the right to object at any time to processing of personal data which is based on point (e)-public interest, or (f)-legitimate interest, of Article 6(1) EU GDPR. After receiving and registering the grounds for objection stated by the data subject, the Controller is obliged to cease the processing of the data, unless IA PAS can provide compelling legitimate reasons for its continuation. Such reasons must be deemed by law to override the data subject’s interests, rights and freedoms, or must be legitimate grounds for the establishment, exercise or defence of legal claims.
- Article 7(3) EU GDPR “conditions for consent”: where processing is based on consent, the data subject shall have the right to withdraw consent to data processing at any time. However, the withdrawal shall not affect the lawfulness of processing based on consent before its withdrawal.