INFORMATION CLAUSE FOR CONTRACTORS WHO ARE NATURAL PERSONS, THEIR REPRESENTATIVES, CONTACT PERSONS, EMPLOYEES AND COLLABORATORS IN CONNECTION WITH THE PERFORMANCE OF AN AGREEMENT/ARRANGEMENT/ORDER/COMMISSION WITH PK KRAKOW UNIVERSITY OF TECHNOLOGY.

DATA CONTROLLER



The controller of your personal data is the **PK Krakow University of Technology**, with its registered office in Kraków at 24 Warszawska Street, 31-155 Kraków, represented by the Rector of the PK Krakow University of Technology.

You may contact the controller:

- by e-mail, at: kancelaria@pk.edu.pl
- by post or in person at the controller's registered office.

DATA PROTECTION OFFICER (DPO OR IOD)

The controller has appointed a **Data Protection Officer (DPO)**, who may be contacted regarding matters related to the processing of personal data. The DPO may be contacted via:

- e-mail: **iodo@pk.edu.pl**
- telephone: **+48 12 628 31 15**
- correspondence sent to the controller's registered office;
- in person at the controller's registered office. In such a case, we encourage prior contact by e-mail in order to arrange a convenient appointment.

PURPOSES AND LEGAL BASES FOR PERSONAL DATA PROCESSING

We process your personal data for the following purposes:

Purpose of processing	Legal basis for processing
Conclusion and performance of the agreement/arrangement/order/commission.	Article 6(1)(b) GDPR – entering into an agreement/arrangement/order/commission (including taking steps at the request of the data subject prior to entering into such agreement) and the performance of the agreement/arrangement/order/commission. Article 6(1)(f) GDPR – legitimate interest: identification of representatives and communication with contact persons for the purposes of performing the agreement/arrangement/order/commission.

Purpose of processing	Legal basis for processing
Fulfilment of obligations relating to data archiving and the maintenance and disclosure of information in the Central Register of Contracts of Public Finance Sector Entities, where a given agreement is subject to registration in that register.	Article 6(1)(c) GDPR – compliance with a legal obligation to which the controller is subject, in connection with the performance of tasks specified in the Act of 14 July 1983 on the National Archival Resource and Archives (Journal of Laws of 2020, item 164, as amended), the Act of 27 August 2009 on Public Finance, and implementing regulations concerning the Central Register of Contracts of Public Finance Sector Entities (CRU JSFP).
Establishment, exercise, or defence of legal claims	Article 6(1)(f) GDPR (legitimate interest consisting of pursuing claims and undertaking debt recovery activities).

SOURCE OF DATA



We obtained your personal data either directly from you or from the entity that you represent, or that designated you as a contact person for cooperation in connection with the conclusion of an agreement/arrangement/order/commission. Where you are:

- a representative (including an attorney-in-fact) of the above-mentioned entity, the personal data processed include: first name and surname, job title/position held;
- a person designated for cooperation in connection with the conclusion or performance of the agreement, the personal data processed include: first name and surname, contact telephone number, e-mail address, job title/position held.

PERSONAL DATA RETENTION PERIOD



Your personal data will be processed for the period necessary to achieve the purposes described above.

Depending on the legal basis, this will include in particular:

- the period required for the performance of the agreement, including the period during which activities aimed at its conclusion are undertaken.

After the above period, your personal data will be archived for the period required by applicable law or for the period necessary to establish, pursue, or defend legal claims, where applicable.

In the case of agreements subject to disclosure in the Central Register of Contracts of Public Finance Sector Entities, personal data may be stored and made available in that register for the period specified by the legal provisions governing its operation.

Upon expiry of the applicable retention periods, the personal data will be deleted or anonymised, unless their further retention is required under generally applicable provisions of law.

RECIPIENTS OF PERSONAL DATA



Recipients of your personal data include entities providing services to the Data Controller under a personal data processing agreement, such as IT support services (including the provision and maintenance of IT systems), legal services, consultancy services, accounting services, postal services,

and courier services, as well as entities and public authorities authorised to receive personal data under applicable laws.

Where an agreement is subject to disclosure in the Central Register of Contracts of Public Finance Sector Entities, the recipient of the personal data may also be the minister responsible for public finance, who maintains that register.

RIGHTS RELATED TO PERSONAL DATA PROCESSING



In connection with the processing of your personal data, you are entitled to the following rights:

- the right of access to your personal data, the right to rectification of your personal data, the right to erasure of your personal data in cases provided for by law, the right to restriction of processing, and the right to object to the processing where the processing of your personal data is based on the Controller's legitimate interests;



- if you believe that your personal data are being processed in a manner that is not compliant with the applicable laws, you also have the right to lodge a complaint with the President of the Personal Data Protection Office (Prezes Urzędu Ochrony Danych Osobowych). Before exercising this right, however, we encourage you to contact our Data Protection Officer (DPO) in order to clarify any concerns.

As a general rule, the Controller does not transfer your personal data to a third country or an international organisation. Your personal data will not be subject to automated decision-making, including profiling.