

General information clause for customers

Central Institute for Labour Protection - National Research Institute

Pursuant to the requirements of Article 13 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 "GDPR"), which came into force on 25 May 2018.

The Central Institute for Labour Protection – National Research Institute hereby informs you about the principles of the processing of your personal data and your rights related to it:

1. The administrator of your personal data is the Central Institute for Labour Protection – National Research Institute (CIOP-PIB). Headquarters address: Czerniakowska 16, 00-701 Warsaw, e-mail: kancelaria@ciop.pl.
2. The Data Protection Officer can be contacted at: iod@ciop.pl or in writing at the address indicated in point
3. Your personal data will be processed to fulfill:
 - Implementation of CIOP-PIB's tasks resulting from applicable legal regulations (on the basis of Article 6(1)(c) GDPR), in particular the Law on Higher Education and Science, related regulations, CIOP-PIB statute, and other internal acts. The Institute's activities include conducting scientific research and development work leading to new technical and organizational solutions in occupational safety, health, and ergonomics, as well as performing tasks crucial for achieving national social and economic policy objectives in this field.
 - Execution of contracts to which you are a party (on the basis of Article 6(1)(b) GDPR), or taking necessary steps to conclude contracts with you.
 - Execution of activities resulting from CIOP-PIB's legitimate interests (pursuant to Article 6(1)(f) GDPR), including disseminating research results, conducting promotional activities, and sharing knowledge through Institute events, including correspondence with you.
 - Sending newsletters, bulletins, and similar communications about Institute events, training sessions, and seminars, based on your consent (according to Article 6(1)(a) GDPR).
4. The provision of data is a necessary condition for achieving the purpose indicated in point 3.

5. Failure to provide the required data will result in the inability to fulfill the purpose indicated in point 3.
6. Except as required by law, your data will not be shared with external entities.
7. Your data will not be transferred to a third country, and Article 13.1(f) of GDPR does not apply.
8. Data will be retained for the period necessary to complete the purpose for which it was collected, but no longer than:
 - The period required by law, or
 - The duration specified in your contract (if applicable), or
 - Until you object to processing (where based on CIOP-PIB's legitimate interests), or
 - Until you withdraw consent (where processing is consent-based), or
 - The period specified by the Act on the National Archival Resource and State Archives of 14 July 1983 (Journal of Laws 2020, item 164).
9. You have the right to access your personal data at any time and request its rectification. You may also request erasure when data processing is not required by law, request limitation of processing, lodge an objection, request data portability, and withdraw consent in situations where processing is consent-based.
10. You have the right to file a complaint with the supervisory authority: President of the Office for Personal Data Protection.
11. Your data will not be subject to automated processing or profiling.