

## Information obligation concerning the processing of personal data (scholarships)

Pursuant to Article 13 of Regulation 2016/679 of the European Parliament and of the Council of the European Union 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), the Institute of Nature Conservation, Polish Academy of Sciences informs you that:

1. The administrator of your personal data is the Institute of **Nature Conservation, Polish Academy of Sciences**, al. Adama Mickiewicza 33, 31-120 Kraków, Poland represented by the Director of INC PAS.
2. The data protection officer at the Institute of Nature Conservation is Mr. Rafał Andrzejewski, al. Adama Mickiewicza 33, 31-120 Kraków, e-mail address: [iod@iop.krakow.pl](mailto:iod@iop.krakow.pl)
3. Your personal data will be processed for the purpose necessary to implement the process of awarding the NCN research scholarship as part of the OPUS project financed by the National Science Centre, and in the case of selection for the position of a NCN scholarship holder in connection with receiving the OPUS scholarship on the basis of the Regulations for the awarding of funds for the implementation of tasks financed by the National Science Centre in the field of research projects (annex to the resolution of the NCN Council No. 95/2020 of 14 September 2020) contract for the implementation and financing of the research project in which the competition for the position of a NCN scholarship holder is conducted.
4. Legal basis for the processing of your personal data:
  - Article 6(1)(c) and (e) of the GDPR in connection with the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws No. 96, item 619), and Resolution No. 1/93 of the Presidium of the Polish Academy of Sciences of 1 February 1993 on the establishment of the Institute of Nature Conservation, Polish Academy of Sciences approved by the President of the RM on 12 March 1993. ; the Statutes of the Polish Academy of Sciences constituting an annex to Resolution No. 8/2010 of the General Assembly of the Polish Academy of Sciences of 24 November 2010; the Statutes of the Institute of Nature Conservation, Polish Academy of Sciences; the Act of 20 July 2018. Law on Higher Education and Science; the Law on Accounting.
  - Article 6(1)(b) of the GDPR - for the purpose of concluding, performing the contract;
  - Art. 6(1)(a) GDPR - your consent - insofar as you provide data beyond that which the Administrator is authorized by law to process.
5. The provision of your personal data is necessary in order to participate in the recruitment procedure for the post of NCN scholarship holder.
6. Recipients of your personal data will be: members of the Competition Committee, including the Project Manager, the Legal Counsel of INC PAS, the relevant Tax Office, the National Science Centre. We will also be able to make your data available to entities with whom we have concluded an entrustment agreement on the basis of Article 28 GDPR. In particular, this may involve entrusting your data to providers of technological (ICT service providers), organisational solutions. Your data in the scope of your name and surname, information about the scholarship award will be published on the Institute's website (it constitutes public information, therefore your consent is not required).
7. Data retention period  
With regard to the data that the Administrator processes on the basis of Article 6(1)(c) and (e) of the GDPR - for the period necessary under the law, e.g. for accounting purposes and for tax reasons. Under current legislation, this is a period of 5 years calculated from the end of the calendar year in which the tax obligation arose. Once the original purpose for which your data was collected has been fulfilled (e.g. performance of a contract, implementation of a scientific project), your data will be processed for archival purposes for a period of time in accordance with the archival regulations applicable to us, as well as for the period of time necessary well as for the

period of time necessary for the protection against claims, the assertion of claims (i.e. the period of their limitation period).

8. You have the right to: access to and rectification of your data, and the right to erasure, restriction of processing, data portability, to object to processing - in the cases and under the conditions set out in the General Regulation.
9. If the processing is based on consent, you also have the right to withdraw your consent at any time without affecting the lawfulness of the processing carried out on the basis of your consent prior to its withdrawal. Withdrawal of consent for the processing of personal data can be sent by e-mail to: sekretariat@iop.krakow.pl; by post to: Institute of Nature Conservation Nature, Polish Academy of Sciences, Aleja Adama Mickiewicza 33, 31-120 Krakow or withdraw in person by presenting yourself at the Secretariat of IOP PAN, Aleja Adama Mickiewicza 33, 31-120 Kraków, **room 14**.
10. You have the right to lodge a complaint with the President of the Office for the Protection of Personal Data if you consider that the processing of your personal data violates the provisions of the General Regulation.

**I confirm that I have read and acknowledge the above information.**

.....  
Name, place, date, legible signature

### **Consent to processing of personal data**

.....  
Full name

I give my consent to:

- processing of my personal data, in a broader scope than required by law - i.e. in particular my **telephone number, e-mail address** / other enclosed data indicated by me in the form for the purposes of contact / realisation of the process of granting the NCN scholarship holder in OPUS research projects financed by the National Science Centre.

You also have the right to withdraw your consent at any time without affecting the lawfulness of the processing carried out on the basis of your consent prior to its withdrawal.

.....  
Place, date, legible signature