



Performing the obligation imposed by Art. 13 of the 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 (hereinafter referred to as "GDPR"), we append information about the personal data processed by us.

PERSONAL DATA CONTROLLER	The Controller of your personal data is the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences based in Warsaw at ul. Pawińskiego 5a (02-106 Warsaw), entered in the register of institutes of the Polish Academy of Sciences under number RIN-II-46/98, NIP: 526-10-39-742, REGON: 000325819. You can contact the Controller by calling at 22 592 11 08 or sending an e-mail at secretariate@ibb.waw.pl.		
DATA PROTECTION OFFICER	The Controller appointed the Data Protection Officer. You can contact the Officer by sending an e-mail at iodo@ibb.waw.pl.		
PERSONAL DATA PROCESSING	Purposes of processing	Legal basis	Period of processing
	Exercise of rights and performance of obligations related to the recruitment process.	Art. 6(1)(a) of GDPR (the data subject expressed their consent to the processing of their personal data for one or more specific purposes)	We will process your personal data obtained in the course of the recruitment process for 9 months from the receipt of the above consent.
	Pursuit of claims and defence against claims.	Art. 6(1)(f) of GDPR (the processing is required for purposes resulting from legally justified interests met by the Controller or a third party, except for the situations where the interests or the fundamental rights and freedoms of the data subject, requiring protection of personal data, are paramount to the above interests, especially if the data subject is a child)	The period of pursuit of claims, not longer than until their prescription.
CATEGORIES OF DATA RECIPIENTS	Personal data recipients can be the following: a) the Controller's employees – for performance of activities connected with the recruitment process; b) entities with whom the Controller has concluded a cooperation contract, including but not limited to the entities providing accounting, legal, mailing, courier and IT services; c) entities authorised to obtain personal data under the general provisions of the law.		
TRANSFER OF DATA	Personal data are not transferred outside the Republic of Poland.		
YOUR RIGHTS	You have the following rights: a) to demand access to personal data (Art. 15 of GDPR) – right to obtain confirmation from the Controller whether your personal data are being processed and if so – to gain access to them. At your request, the Controller will provide you with a copy of the personal data being processed. The Controller may charge for any further copies you request at a reasonable rate resulting from administrative costs; b) to rectify personal data (Art. 16 of GDPR) – taking into account the purpose of processing, you have the right to immediately rectify your personal data that are incorrect and to demand that your personal data that are incomplete are supplemented. c) to erase personal data ("right to be forgotten") (Art. 17 of GDPR) – the right to demand prompt erasure of your personal data. In such a case the Controller must remove your personal data provided that one of the following conditions has been met: (i) the personal data are not required for the purposes for which they were gathered anymore, (ii) the consent on which the processing is based was withdrawn and the Controller has no other legal basis for processing, (iii) the personal data were processed illegally or (iv) the personal data must be erased to meet a legal obligation. The right to erase personal data cannot be exercised if under the provisions of the law the Controller is required to continue to process the personal data in the scope specified by applicable provisions of the law or for purposes necessary to determine, pursue or defend claims. d) to restrict the processing of the personal data (Art. 18 of GDPR) – the right to demand that the Controller restricts the processing of the personal data in the following cases: (i) you challenge the correctness of the personal data processed by the controller, (ii) your personal data are processed against the law and the request for removal of		

	<p>the personal data was objected to or (iii) the Controller no longer needs your personal data, but they are necessary to determine, pursue or defend claims. If the right to restrict the processing of your personal data if exercised, the Controller may process your personal data, except for their storage, only upon your consent, to determine, pursue or defend claims or to protect the rights of another natural or legal person due to important aspects of the public interest.</p> <p>e) to transfer the personal data – under certain conditions (Art. 21 of GDPR) – the right to obtain your personal data processed by the Controller in a structured, commonly used format fit for machine reading and to send them to another entity. The right is valid if the data are processed on the basis of a consent or under a contract.</p> <p>f) to object – the right to raise objection to the processing of personal data on the basis of a legally justified interest of the Controller (i.e. under Art. 6(1)(f) of GDPR). In such a case, the Controller will no longer be able to process the data for those purposes unless there are important and legally justified bases for this or the data are required for the pursuit of claims. The right to object to the processing of data is not valid if (i) the personal data are processed on the basis of a consent – in such a case the consent can be withdrawn, (ii) the processing of the data is required for the performance of a contract to which you are a party or (iii) the processing is required for the fulfilment of a legal obligation by the Controller.</p> <p>g) to submit a complaint to a supervisory body dealing with the protection of personal data if it is determined that the processing of the personal data violates the provisions of GDPR.</p>
<p>CATEGORIES OF DATA</p>	<p>We process the personal data specified in the general provisions of the law, which data are required for the fulfilment of the above purposes, and the personal data you have voluntarily provided in your CV and cover letter.</p>
<p>ADDITIONAL INFORMATION</p>	<p>The provision of the personal data was voluntary, on the basis of your consent (an expressed confirming act by way of sending a CV to the Controller). The withdrawal of the consent will not affect the legitimacy of the processing performed on the basis of your consent before it was withdrawn.</p> <p>The personal data will not be used to make automated decisions and will not be used for profiling.</p>

Date and signature of the data subject