



## Privacy Policy National Centre for Nuclear Research

20 July 2023

### Introduction

This document describes the rules for the processing of personal data by the National Centre for Nuclear Research in Otwock (NCBJ). NCBJ processes personal data provided in online registration forms, for newsletters, and events, when using NCBJ websites and other NCBJ facilities. Therefore, the following describes NCBJ's rules for complying with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 on the protection of individuals regarding the processing of personal data and on the conditions for the unrestricted movement of such data and repealing Directive 95/46/EC GDPR, in particular about the legal basis for the processing of personal data, how they are collected and used, as well as the rights of data subjects in relation to them.

### What is personal data and what does it mean to have it processed?

Personal data means information about an identified or identifiable natural person. The processing of personal data is basically any activity on personal data, regardless of whether it is performed in an automated manner or not, e.g., collecting, storing, recording, organising, modifying, viewing, using, sharing, limiting, deleting or destroying. The processing of personal data by NCBJ takes place for various purposes and in accordance with various legal grounds for processing (Article 6 of the GDPR). The type of personal data processed by NCBJ affects the periods of personal data storage.

### When is this Privacy Policy applicable?

This Privacy Policy applies to all cases where NCBJ is the controller and processes personal data. It applies both to cases where personal data are obtained according to Article 13 of the GDPR, i.e. directly from the Data Subject as well as cases where personal data are obtained according to Article 14 of the GDPR, i.e. from parties other than the Data Subject.

### Content of the Information Clause

In accordance with Articles 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 on the protection of natural persons with regard to the processing of personal data and on the unrestricted movement of such data and repealing Directive 95/46/EC (GDPR), we inform you that:

### Personal data controller and contact

1. The Controller of your personal data is the National Centre for Nuclear Research (hereinafter referred to as NCBJ) with its registered office in Otwock, 7 Andrzeja Sołtana Street, 05-400 Otwock.
2. You may contact the Data Protection Officer at NCBJ, at the address given above or at [iod@ncbj.gov.pl](mailto:iod@ncbj.gov.pl).
3. The controller processes your personal data in accordance with applicable law and in order to the realisation of the contract/agreement.

### Purposes and reasons for processing personal data

4. Your personal data is processed for:

Purpose of processing	Legal basis for processing
Implementation of contracts, agreements or projects concluded with contractors	The necessity of the processing for the performance of a contract to which the data subject is a party (Article 6(1)(b) GDPR)
Handling activities related to the establishment of contact, negotiations, ongoing contract, agreement or project	The necessity of the processing for the performance of the contract (Article 6(1)(b) GDPR) to comply with a legal obligation (Article 6(1)(c) of the GDPR) for the performance of a task carried out in the public interest (Article 6(1)(e) of the GDPR) for the purposes of the legitimate interests pursued by the Administrator including the performance of obligations under a contract, agreement or project (Article 6(1)(f) of the GDPR)
Sharing and use of newsletters	The necessity of the processing for purposes deriving from the legitimate interests of the Controller (Article 6(1)(f) of the GDPR)
Participation in events: meetings, conferences, training courses, workshops, congresses, etc.	The necessity of the processing for the performance of the contract (Article 6(1)(b) GDPR) to comply with a legal obligation (Article 6(1)(c) GDPR) for the performance of a task carried out in the public interest (Article 6(1)(e) of the GDPR) for the purposes of the legitimate interests pursued by the Controller including the performance of obligations laid down in a contract, agreement or project (Article 6(1)(f) of the GDPR)
Informing about other events and materials according to consent	The necessity of the processing for purposes deriving from the legitimate interests of the Controller (Article 6(1)(f) of the GDPR) and/or the Data Subject's consent (Article 6(1)(a))
Possible establishment, investigation or defence against claims	The legitimate interest of the Administrator (Article 6(1)(f) of the GDPR), which is to protect his/her rights and to pursue claims
Fulfilment of bookkeeping and tax recordkeeping obligations	The necessity of the processing to fulfil a legal obligation (Art. 6(1)(c) of the GDPR in conjunction with the Accounting Law)
Fulfilment of obligations relating to the preservation of archival records	The necessity of the processing to fulfil a legal obligation (Article 6(1)(c) of the GDPR in connection with the Act on National Archive Resources and Archives).

While on NCBJ premises: 1. Ensuring the safety of persons and property and preventing violations of the law, 2. Controlling entry to NCBJ premises, 3. Control of materials and assets brought in and out of NCBJ premises	The necessity of the processing for the performance of a task carried out in the public interest (Art. 6(1)(e) and 9(2)(g) of the GDPR - in connection with the Law on the Protection of Persons and Property and the supervision of the relevant state authorities)
Processing of data based on consent	The grounds for legalising the processing may be your given consent (Article 6(1)(a) of the GDPR)

### **Transfer of personal data to other entities**

- In connection with the processing of personal data for the purposes referred to in point 4, your personal data may be transferred to entities supporting NCBJ's internal processes (e.g. legal and tax offices, auditors, system and solution providers), to entities authorised by law. In addition, recipients of personal data may be other entities and persons who, based on relevant agreements signed with NCBJ, process personal data for which NCBJ is the Administrator, or for which NCBJ is obliged to demonstrate the accountability of the project/contract/agreement.

### **Data retention**

- Your personal data will be stored for the period indicated in the contract/agreement/project binding the parties, for the period of required archiving or for the period indicated in the contract and/or for the period allowed for the assertion of possible claims. In cases required by public procurement law, the retention period is 4 years. In cases required by tax and accounting law, the retention period is 5 years.

### **Rights of personal data subjects**

- In relation to the processing of your personal data, you have the following rights: the right to access your personal data and to receive a copy of it, the right to request rectification or completion/amendment of your personal data, the right to request the erasure of your personal data (the so-called right to be deleted) unless erasure is not possible pursuant to Article 17(3)(b), (d) or (e) of the GDPR, and the right to request restriction of the processing of your personal data.
- If you become aware of the unlawful processing of your personal data at the NCBJ, you have the right to file a complaint with the supervisory authority in charge of personal data protection.

### **Method of obtaining personal data**

- We obtain your personal data either directly from you or from the entity with which the contract/agreement mentioned above has been concluded or the project is being carried out, and you are indicated therein as a contractor, partner, representative person, proxy, representative, employee or collaborator.

## Type of personal data

10. The processing of your personal data by NCBJ includes personal data necessary for the performance of the agreement, i.e.: first name, surname, business contact address, e-mail, telephone number, as well as personal data necessary to allow access to NCBJ premises, i.e.: identity document number and nationality of the foreigner.

We request that you do not submit information from special categories of personal data (such as information about your race or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health information, genetic data, biometric data, information about your sex life or sexual orientation and criminal history) through the websites. Suppose you provide such information for any reason. In that case, this will constitute your express consent to our collection and use of such information as set out herein or as set out where the information is disclosed.

In selected cases, the Controller provides additional Information Clauses relevant to the specific situation. A full list of the most commonly used clauses can be found at [www.ncbj.gov.pl](http://www.ncbj.gov.pl). We encourage you to read it.

## General information

Individuals visiting NCBJ websites or using NCBJ services provided electronically are in control of the personal information they provide to NCBJ. The sites and tools limit the collection and use of information about their users to the minimum required to provide services to them at the desired level, pursuant to Article 18 of the Act of 18 July 2002 on the provision of electronic services.

## Cookies

To a limited extent, we may collect personal data automatically via cookies on our websites. Cookies are small text files stored on your computer or other mobile device when you use websites. These cookies are used, among other things, to use the various functions provided on a website or to confirm that a user has seen certain content from a website. Among the cookies, a distinction can be made between those that are essential for the operation of a website or a tool for transmitting personal data. Cookies belonging to this category are used to ensure the following:

- maintaining the user session;
- save your session status
- enable authentication using the login service, if applicable
- storing information to allow the user to log in anonymously;
- monitoring the availability of the Services.

Another category of cookies is those which facilitate their use although not essential for the use of the sites and tools. They are used to enable the following:

- to restore the last visited view the next time the user logs in to the product;
- remembering the user's choice to display a particular message no longer or to display it a certain number of times;
- restore the user session
- remember the last category selected in the product;
- checking that the storage of cookies is functioning correctly;
- enabling automatic log-in to a product ("remember me" option);
- adapting product content to users' preferences;
- restoring the last product search result;

- displaying the last sorting parameter selected.

By changing your browser settings, you can manage the cookies used by NCBJ or any other external providers. At the same time, NCBJ cautions that if you reject cookies, some of the functions offered by our websites and tools may not function properly, and even in some cases, this may involve preventing you from using the selected product altogether.

### **Access logs**

We collect information regarding the use of the pages and tools by its users and their IP addresses based on analysing access logs. We use this information to diagnose server problems, analyse possible security breaches and manage the website. We also use the IP address for statistical purposes, i.e. to collect and analyse the demographic data of website visitors (e.g. information about the region from which the connection was made). In specific cases, aggregate, general statistics are compiled from the information obtained in this way, and disclosed to third parties who cooperate with us. These usually include information about the website's audience. However, we would like to emphasise that these summaries do not contain any data which would allow the identification of any given user of the Website.

At the same time, we inform you that we may be obliged to disclose information regarding the IP number of a website user or a tool at the request of state authorities authorised to do so under applicable law in connection with proceedings conducted by such authorities.

### **Other information**

As a general rule, we only collect more detailed information about users, such as e-mail addresses or other personal data, when this is necessary to provide the service in question in certain cases, such as when subscribing to free newsletters, signing up for events or in order forms. In each such case, NCBJ informs you separately in an additional information clause.

### **Any other questions, concerns or complaints**

Should you have any questions, objections or concerns about the content of this Privacy Policy or the way we process personal data, as well as complaints about these issues (although we hope that it will not be necessary to make such complaints), please send an email with details of your complaint to [iod@ncbj.gov.pl](mailto:iod@ncbj.gov.pl). We will consider and respond to any complaints received. The Data Protection Officer at the National Centre for Nuclear Research in Otwock can be contacted by writing to the postal or email address given in the introduction.

### **Can this Privacy Policy be amended, and when?**

We undertake to review this Privacy Policy regularly and amend it when necessary or desirable due to new legislation, new guidelines from authorities responsible for overseeing data protection processes, and best practices in data protection. We also reserve the right to amend this Privacy Policy in the event of changes in the technology by which we process personal data (insofar as the change affects the wording of this document), as well as in the event of changes in the means, purposes or legal basis of our processing of personal data.

This document was last updated on 20 July 2023.