

# Institute of Chemical Engineering

Adres artykułu: <https://iich.gliwice.pl/en/article/personal-data-protection>

## Personal data protection

**Acting pursuant to art. 13 of the Convention (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on access to data such as the repeal of Directives 95/46 / EC, the so-called GDPR, Institute of Chemical Engineering, Polish Academy of Sciences, that:**

### **1. The controller of personal data is:**

**Institute of Chemical Engineering, Polish Academy of Sciences**

**Gliwice 44-100, ul. Bałtycka 5,**

**phone (general): +48 32 231 08 11**

**secretariat: +48 32 234 69 15**

**fax: +48 32 231 03 18**

### **2. Purpose and legal basis for downloading, the rights of data subjects:**

**- WORK CANDIDATES** - for recruitment to work in specific positions or for recruitment at all times:

The data is processed on the basis of art. 6 clause 1 berth and download site for the European Parliament and the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free transfer of such data and repealing Directive 95/46 / WE, so-called RODO.

Providing data is available to take part in the recruitment process.

You have:

- based on Article. 15 GDPR, the right to access your personal data;

- based on Article. 16 GDPR, the right to rectify your personal data;

- based on Article. 17 GDPR, the right to delete personal data;

- based on Article. 18 GDPR, the right to administer restrictions on access to personal

data, subject to the cases or referred to in art. 18 clause 2 GDPR;

- The right to submit complaints to the President of the Office for Personal Data Protection, if you consider and the processing of your personal data violates the provisions of the GDPR;

You do not service:

- the right to transfer personal data, or referred to in art. RODO;

- based on Article. 21 GDPR, the right to object to the processing of personal data, the processing of personal data of your personal data is taken into account is art. 6 clause 1 lit. c GDPR.

- **GUESTS** - data necessary for identification, data recorded by monitoring and vehicle data (optional data):

The data is processed on the basis of art. 6 clause 1 letter f of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC so-called GDPR to ensure the safety of persons and property.

Providing data is necessary - failure to provide them will result in the inability to identify, and thus access to the Administrator.

You have:

- based on art. 15 GDPR, the right to access your personal data;

- based on art. 16 GDPR, the right to rectify your personal data;

- based on art. 18 GDPR, the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 GDPR;

- the right to lodge a complaint to the President of the Office for Personal Data Protection, if you feel that the processing of your personal data violates the provisions of the GDPR;

If the legal basis for data processing is Art. 6 clause 1 lit. f GDPR, pursuant to art. 21

GDPR has the right to object to the processing of personal data

You are not entitled to:

- in connection with art. 17 clause 3 lit. b, d or e GDPR, the right to delete personal data;

- the right to transfer personal data referred to in art. 20 GDPR.

- **CUSTOMERS and COUNTERPARTIES** - to conclude and perform the contract, to pursue possible claims for complaint and to possible debt collection activities:

Personal data is processed on the basis of art. 6 clause 1 letter b and c GDPR.

Providing data is necessary for the conclusion and performance of the contract with the Administrator and the implementation of the rights and obligations associated with the complaint.

In the case of debt collection, personal data are processed on the basis of art. 6 clause 1 letter f GDPR.

In the event of concluding a contract with a commercial law company or institution, the Administrator will process the personal data of persons authorized to represent them and of contact persons in order to conclude and perform the contract, which is a legitimate stakeholder pursuant to art. 6 sec. 1 lit. f GDPR. In this case, personal data includes identification data, position held and other data available in publicly available registers (e.g. KRS, CEIDG) or provided by the company or institution for the purpose of contract performance.

Personal data provided when concluding the contract can be used to conduct any recovery.

You have:

- based on art. 15 GDPR, the right to access your personal data;

- based on art. 16 GDPR, the right to rectify your personal data;

- based on art. 18 GDPR, the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 GDPR;

- the right to lodge a complaint to the President of the Office for Personal Data Protection, if you feel that the processing of your personal data violates the provisions of the GDPR;

If the legal basis for data processing is Art. 6 clause 1 lit. f GDPR, pursuant to art. 21 GDPR has the right to object to the processing of personal data

You are not entitled to:

- in connection with art. 17 clause 3 lit. b, d or e GDPR, the right to delete personal data;

- the right to transfer personal data referred to in art. 20 GDPR.

- **PUBLIC ORDERS** - to conclude and perform the contract, to pursue possible claims for complaints and to possible debt collection activities:

Personal data that we process is:

- data necessary for the selection of the offer, conclusion and performance of the contract / order concluded with the Administrator pursuant to art. 6 clause 1 letter b GDPR;

- data necessary to issue an invoice or other accounting documents based on art. 6 section 1 letter c GDPR;

- data necessary to conduct any recovery under Article 6 clause 1 letter f GDPR.

In the event of concluding a contract with a commercial law company or institution, the Administrator will process the personal data of persons authorized to represent them and of contact persons in order to conclude and perform the contract, which is a legitimate stakeholder pursuant to art. 6 sec. 1 lit. f GDPR. In this case, personal data includes identification data, position held and other data available in publicly available registers (e.g. KRS, CEIDG) or provided by the company or institution for the purpose of contract performance.

Providing data is a condition of choosing the offer and concluding and performing the contract.

Each data subject has the right to request the Administrator to access personal data

and obtain a copy thereof, as well as to request their rectification and restriction of their processing.

In the case of processing personal data pursuant to art. 6 clause 1 letter f RODO has the right to object to the processing of personal data.

You are not entitled to:

- in connection with art. 17 clause 3 lit. b, d or e GDPR, the right to delete personal data;

- the right to transfer personal data referred to in art. 20 GDPR.

- **ORGANIZATION OF SCIENTIFIC EVENTS** - to organize scientific events such as conferences, seminars.

Personal data is processed on the basis of art. 6 clause 1 letter b and c GDPR.

Providing personal data is necessary to participate in the event organized by the Administrator and to implement the rights and obligations arising from legal provisions, in particular tax.

In the event of concluding a contract with a commercial law company or institution, the Administrator will process the personal data of persons authorized to represent them and of contact persons in order to conclude and perform the contract, which is a legitimate stakeholder pursuant to art. 6 sec. 1 lit. f GDPR. In this case, personal data includes identification data, position held and other data available in publicly available registers (e.g. KRS, CEIDG) or provided by the company or institution for the purpose of contract performance.

You have:

- based on art. 15 GDPR, the right to access your personal data;

- based on art. 16 GDPR, the right to rectify your personal data;

- based on art. 18 GDPR, the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 GDPR;

- the right to lodge a complaint to the President of the Office for Personal Data

Protection, if you feel that the processing of your personal data violates the provisions of the GDPR;

You are not entitled to:

- in connection with art. 17 clause 3 lit. b, d or e GDPR, the right to delete personal data;

- the right to transfer personal data referred to in art. 20 GDPR.

- **PARTICIPANTS OF SCIENTIFIC PROJECTS** - to conduct scientific projects.

Personal data is processed on the basis of art. 6 clause 1 letter b and c GDPR.

Providing personal data is necessary to participate in the scientific project carried out by the Administrator.

In the event of concluding a contract with a commercial law company or institution, the Administrator will process the personal data of persons authorized to represent them and of contact persons in order to conclude and perform the contract, which is a legitimate stakeholder pursuant to art. 6 sec. 1 lit. f GDPR. In this case, personal data includes identification data, position held and other data available in publicly available registers (e.g. KRS, CEIDG) or provided by the company or institution for the purpose of contract performance.

You have:

- based on art. 15 GDPR, the right to access your personal data;

- based on art. 16 GDPR, the right to rectify your personal data;

- based on Article. 17 GDPR, the right to delete personal data;

- based on art. 18 GDPR, the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 GDPR \*\*;

- the right to lodge a complaint to the President of the Office for Personal Data Protection, if you feel that the processing of your personal data violates the provisions of the GDPR;

You are not entitled to:

- the right to transfer personal data referred to in art. 20 GDPR.

- **CONTACT / CORRESPONDENCE** - data necessary to answer the question asked using the contact form or mail:

The data is processed on the basis of art. 6 clause 1 letter f of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC so-called GDPR to establish and maintain contact, in particular when using the contact form or mail.

Providing data is necessary to establish and maintain contact or provide an answer.

You have:

- based on art. 15 GDPR, the right to access your personal data;

- based on art. 16 GDPR, the right to rectify your personal data;

- based on art. 18 GDPR, the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 GDPR;

- based on Article. 17 GDPR, the right to delete personal data;

- the right to lodge a complaint to the President of the Office for Personal Data Protection, if you feel that the processing of your personal data violates the provisions of the GDPR;

If the legal basis for data processing is Art. 6 clause 1 lit. f GDPR, pursuant to art. 21 GDPR has the right to object to the processing of personal data

You are not entitled to:

- the right to transfer personal data referred to in art. 20 GDPR.

### **3. Data recipients.**

Access to personal data is available only to authorized employees / associates of the Administrator, as well as entities providing IT and training services.

In addition, personal data may be transferred to state authorities and institutions involved in scientific projects.

#### **4. Data Protection Officer:**

If you have any doubts or questions regarding the processing of personal data, in particular in order to exercise your rights, you can contact our Data Protection Officer, Mr. Tomasz Cygan, e-mail: [inspektor@iich.gliwice.pl](mailto:inspektor@iich.gliwice.pl), tel. 694 429 337 or by post to the address of the Administrator's registered office.

#### **5. Data storage period:**

Personal data will be processed - depending on the situation - for a period resulting from legal provisions (in particular labor law, tax and accounting regulations), for the period required for limitation of claims or up to 6 weeks in the case of monitoring recordings.

In the case of processing personal data in connection with conducting scientific projects, personal data will be processed for the period necessary to settle the project.

#### **6. Automated decision making:**

Personal data is not used in automatic profiling processes.

#### **7. Transfer of personal data outside the European Economic Area:**

In the case of transferring data outside the European Union, the Administrator will ensure proper protection of personal data, as well as ensure the possibility of exercising the right to obtain a copy of the data or information about the place of data sharing.

## **Attachments:**

[GDPR Statement for Job Applicants](#) pdf, 197 kB

<b>Published by:</b>	Marek Tańczyk
<b>Published at:</b>	28.04.2026 11:02
<b>Number of downloads:</b>	41

## **Metryczka**

<b>Published by:</b>	Marek Tańczyk
<b>Published at:</b>	27.02.2026 15:33
<b>Last edited by:</b>	Marek Tańczyk
<b>Last edited at:</b>	28.04.2026 11:02
<b>Number of views:</b>	5