INFORMATION CLAUSE FOR INSTITUTE EMPLOYEES

Pursuant to Article 13(1) and (2) of the General 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")

we inform that:

1) the controller of your personal data (ADO) is:

Museum and Institute of Zoology of the Polish Academy of Sciences

2) Your personal data will be processed for the purpose of employment and all HR and payroll activities related to this, as required by the currently applicable provisions of law, pursuant to Article 6(1)(b) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 ("GDPR") and pursuant to Article 22^1 (1, 2, 4, 5) and Article 22^{1a} of the Labour Code;

3) The Controller transfers personal data of an employee to: ZUS, US, NFZ, PFRON, an occupational medicine unit, a company servicing ICT equipment, law inspection authorities, insurance company.

4) Your personal data will be stored for a period determined by law, after termination of the employment relationship, in accordance with Article 51u(1) of the Act of 14 July 1983 on National Archive Resources and Archives (Journal of Laws of 2018, item 217, consolidated text), and pursuant to Article 125a(4) of the Act of 17 December 1998 on Pensions from the Social Insurance Fund (Journal of Laws of 2017, item 1383);

5) you have the right to access, rectify, erase, restrict processing, transfer and object to processing.

6) in order to access your data and exercise your rights in relation to personal data, please send a request to the e-mail address daneosobowe@miiz.waw.pl or by letter to the address of the controller's registered office, or submit an application in person to the ADO;

7) pursuant to Article 77 of the GDPR, without prejudice to other administrative or judicial remedies, you have the right to lodge a complaint with the supervisory authority (President of the Personal Data Protection Office), in particular in the Member State of your residence, your place of work or the place where the alleged infringement has been committed, if you believe that the processing of personal data infringes the GDPR Regulation.

8) you are obliged to provide personal data required by the Labour Code and separate regulations. You provide the rest of the data voluntarily.

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(Date and signature of the person authorised by the controller)

I declare that I have read the information clause, including information on the purpose of personal data processing and the right to access and correct my data.

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(Date and signature of the employee)