**Information clause in compliance with the GDPR for contracts of mandate, contracts for specific work and agreements concluded with contracting parties being natural persons who do not conduct activity, and natural persons from the database of the Central Register and Information on Economic Activity**

Pursuant to Article 13(1) and (2) of 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, hereinafter: GDPR) (O J EU L 119, p. 1), please be informed that the Controller of your personal data is the Institute of Geological Science of the Polish Academy of Science in Warsaw, ul. Twarda 51/55, 00-818 Warszawa, REGON (Statistical Number) 000326345, NIP (Tax Identification Number) 5250008896.

In order to contact the Data Protection Officer of the Institute of Geological Science of the Polish Academy of Science please send an e-mail to ingpan@twarda.pan.pl, indicating in the subject “GDPR” and case type.

Your personal data shall be processed for the purposes connected with conclusion and performance of a contract of mandate / contract for specific work / supply agreement or any other contract or agreement with similar legal effects.

Your personal data shall be processed for the following purposes:

a. conclusion of a contract;

b. proper performance of the contract;

c. for tax purposes;

d. seeking satisfaction of claims, if any, under the Polish Civil Code.

The provision of personal data is voluntary but necessary for conclusion, performance and settlement of the contract.

The legal basis for the processing of personal data is the following Articles:

a. Article 6(1)(b) of the GDPR, i.e. where processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

b. Article 6(1)(c) of the GDPR, i.e. processing is necessary for compliance with a legal obligation to which the controller is subject;

c. Article 9(2)(f) of the GDPR, i.e. processing is necessary for the establishment, exercise or defence of legal claims;

You have the right to access the content of your personal data, to rectification of your personal data, erasure or restriction of processing, or to object to processing as well as the right to data portability.

You may also lodge a complaint with the President of the Personal Data Protection Office (to the following address data: Urząd Ochrony Danych Osobowych, 00-193 Warszawa, ul. Stawki 2), if you consider that the processing of your personal data violates the provisions of the GDPR.

Your personal data shall be processed for the period not longer than the period necessary for performance of the cooperation agreement and the period resulting from legal provisions in force related to (inter alia) expiry of the time limits for exercise of legal claims, if any, resulting from the concluded contract and performance of the archiving obligation.

Your personal data shall not be transferred to a third country or international organisation.

Your personal data shall not be subject to automated decision-making, including profiling.

The recipients of your personal data shall be entities towards which the Institute is obliged to provide data under applicable legal provisions in force, entities with which the Institute cooperates in the scope of performance of an agreement and entities providing services for the Institute.