

PRIVACY POLICY

I. Preliminary information

Respecting the right to privacy of those who have provided us with their personal data, including those who use of our services, our contractors/customers and their employees, subscribers to scientific journals, and users visiting sites in the *.cnbop.pl domain, we would like to declare that we process the acquired data in accordance with national and European laws and under conditions that guarantee its safety.

In order to ensure the transparency of the processing we perform, we present the applicable principles of personal data protection, established on the basis 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").

II. Data Controller

The controller of your personal data, i.e. the entity deciding on the purposes and means of processing, is Scientific and Research Centre for Fire protection National Research Institute (CNBOP-PIB) located in Józefów, Nadwiślańska 213 str. (postal code: 05-420) email: cnbop@cnbop.pl, registry office: +48 22 769 32 73, secretariat: +48 22 769 33 00.

The controller has appointed a Data Protection Officer (DPO). Persons to whom the data refers may contact the DPO in all matters related to the processing of their personal data and to the exercise of their rights in accordance with the provisions on the protection of personal data by post: to the address of CNBOP-PIB headquarters, by e-mail: iod@cnbop.pl and by telephone: +48 22 769 33 63.

III. Acquisition of data and the purpose of its processing

In performing our tasks, we process your personal data for the following: basic identification data and contact data allowing you to be contacted by regular mail, email or telephone. We process your personal data for the following purposes:

- ✓ actions aimed at concluding and executing an agreement with a customer or contractor (Article 6(1)(b) of GDPR);
- ✓ fulfilling the Controller's legal obligations (Article 6(1)(c) of GDPR);
- ✓ arising from our legitimate interests (Article 6(1)(f) of GDPR), consisting of the operation of our organization and conducting our business, through:
 - communication and handling of correspondence,
 - establishing or maintaining cooperation or responding to a request for cooperation,
 - presenting offers or inquiries, or processing received offers or inquiries,
 - improving business operations through lessons learned from statistical activities,
 - conducting video surveillance and building access control for people staying on the premises of CNBOP-PIB headquarters in order to increase the safety of employees, protection of property and preservation of information secrecy,
 - passive data collection with the use of cookies – the cookie mechanism is not used to obtain any information about service users or to track their navigation – cookies used on CNBOP-PIB services do not store any personal data or other information collected from users, they only enable the operation of the basic functions of the <https://www.cnbop.pl/cookies> website.
 - establishing or asserting possible claims, or defending against such claims.
- ✓ On the basis of obtained voluntary consent (Article 6(1)(a) of GDPR) in case of transfer of data beyond the mandatory scope required for the above purposes.

IV. Information clause for users of social networks using CNBOP-PIB profile

Scientific and Research Centre for Fire protection National Research Institute (CNBOP-PIB) has accounts on the following social networks:

- ✓ <https://www.facebook.com/cnbop>
- ✓ <https://www.facebook.com/czasopismoSFT>
- ✓ https://www.youtube.com/results?search_query=cnbop
- ✓ <https://www.linkedin.com/company/cnbop/about/>
- ✓ <https://www.linkedin.com/company/safety-fire-technology/>

The legal basis for processing personal data in the maintained accounts is Article 6(1)(f) of GDPR, i.e. our legitimate interests in building positive relationships, in particular by publicizing the Institute's activities to ensure the public safety of the country, in the area of fire protection, environmental engineering, civil protection, as well as providing information about our services and products.

In justified cases, data may also be processed for the prevention of abuse and the possible establishment, investigation or defence against claims.

Informing about undertakings by posting photo-reports of their progress on CNBOP-PIB's profile, as a rule, takes place on the basis of given to us consent by the person shown in the photograph Article 6(1)(a) of GDPR.

We would like to emphasize that in the event that we can take advantage of one of the exemptions from the obligation to obtain consent for the dissemination of the image of persons visible in a photograph posted on our profile in the form of a photo-report, referred to in Article 81 of the Law on Copyright and Related Rights, the processing of your personal data in the form of an image will take place on the basis of our legitimate interest – Article 6(1)(f) of the GDPR.

Each social media channel has its own policy on how it processes and protects personal data, so if you have any concerns or questions about the use of personal data by the aforementioned portals, we encourage you to read the information you can find in the Privacy Policies available at the following links:

- ✓ Facebook: https://www.facebook.com/privacy/policy/?entry_point=data_policy_redirect&entry=0
- ✓ YouTube: https://www.youtube.com/intl/ALL_pl/howyoutubeworks/user-settings/privacy/
- ✓ LinkedIn: https://pl.linkedin.com/legal/privacy-policy?_l=pl_PL%2F

CNBOP-PIB, as well as the aforementioned social network providers, jointly administer your personal data in accordance with Article 26 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 ("GDPR"). Co-administration includes collective data analysis for the purpose of displaying statistics on the activity of users of our pages on the website.

Details of Facebook's co-administration can be found at https://www.facebook.com/legal/terms/page_controller_addendum, while LinkedIn's responsibilities are outlined in "Page Insights Joint Controller Addendum", available at: <https://legal.linkedin.com/pages-joint-controller-addendum>.

We would like to emphasize that operators may use your profile data or online behaviour data to analyse your preferences, personal contacts, interests, etc. **CNBOP-PIB does not have any influence on the processing or transfer of your data by the operators.**

V. Recipients of personal data

The recipients of the data may be:

- ✓ persons authorized by us to process data in the course of their official duties,
- ✓ other entities, if necessary, so that we can fulfil our obligations under the concluded agreements or the law;
- ✓ postal and courier service providers, banks, chartered accountants;
- ✓ entities to which we have outsourced personal data processing services, such as our IT service providers, including providers of software necessary for data processing or cloud systems,
- ✓ state authorities or other entities authorized under the law.

VII. Transfer of data to third countries

As a rule, personal data will not be transferred outside the European Economic Area (hereinafter: "EEA"). However, taking into account the activity of CNBOP-PIB on social networks, we want to draw attention to the connection of operators with other companies serving users of the sites and their cooperation with partners and entities around the world, your data may be transferred to the United States and other countries outside the European Economic Area (hereinafter EEA). Operators declare that for data transfers to the United States and other countries outside the EEA, they use standard contractual clauses approved by the European Commission and, where applicable, rely on decisions of the European Commission finding an adequate level of protection for specific countries.

VIII. Data processing time

We will process your personal data and keep it for the period necessary to fulfil the purpose for which it was collected and for archival purposes in accordance with the Registry Instruction in force at CNBOP-PIB.

IX. Privileges regarding the processed data and the voluntary nature of the provided data

Provision of data is voluntary, but necessary for the purpose for which the data is processed. In some cases, providing personal data is a statutory or contractual requirement. Any person whose data is processed by CNBOP-PIB has the right to:

- ✓ access to this data and receive a copy of it,
- ✓ rectify (amend) this data,
- ✓ delete this data, in the event of the circumstances indicated in Article 17 of GDPR,
- ✓ limit the processing of this data, in cases indicated in Article 18 of GDPR,
- ✓ transfer of the data that we process by automated means based on agreement or consent,
- ✓ object to the processing of this personal data – if the legal basis for its processing is a legally justified interest (Article 6(1)(f) of GDPR,
- ✓ revoke consent at any time, without affecting the legality of the carried out processing on the basis of consent given before its revocation,
- ✓ file a complaint with the supervisory authority, i.e. the Chairman of the Office for Personal Data Protection. More information at: <https://uodo.gov.pl/pl/504/2247>.

X. Processing personal data by automated means

Your personal data will not be used for the purpose of automated decision-making (including in the form of profiling) in such a way that any decisions could be made as a result of such automated processing that would produce legal effects or similarly affect any effects on customers, contractors, their employees/co-workers, as well as employees/co-workers of the administrator or job applicants.

XI. Changes to the Privacy Policy

We may amend and supplement the Privacy Policy as appropriate. We will inform you of any changes or additions by posting relevant information in our services.