

Privacy Notice for Research

In accordance with EU General Data Protection Regulation (2016/679, "GDPR") and applicable national legislation

1. Name and duration of the research

Name of the research: BIM4EEB Final Workshop in Poland

Duration of the research: Until the end of the BIM4EEB project including project evaluation period.
From December 2021 until June 2023.

2. Controller, data protection officer and contact person

Name: **PROCHEM S.A.**, Business ID: KRS 0000019753

Address: ul. Łopuszańska 95, 02-457 Warszawa, Poland

Contact information for data protection officer (DPO) :

Name: **Piotr Słupczyński**

Address: ul. Łopuszańska 95, 02-457 Warszawa, Poland

E-mail: pslupczynski@prochem.com.pl

Research contact person:

Name: **Aleksander Bartoszewski**

Address: PROCHEM S.A., 02-457 Warszawa , ul. Łopuszańska 95, Poland

E-mail: abartoszewski@prochem.com.pl

3. Personal data categories

Processed personal data categories: Contact information and insights given in of the workshop
The data subjects represent workshop participants

4. Purpose and legal basis of processing

Purpose of personal data processing: Gathering the feedback about the BIM4EEB project results

Legal basis of processing¹:

- Data subject's consent

5. Data sources

Personal data is received from the data subject themselves in the workshop and questionnaires send to the participants.

¹ GDPR Art. 6

6. Recipients or categories of recipients

Personal data is:

- contact information is collected while registering to the workshop. PROCHEM S.A. contact person (Aleksander Bartoszewski) will collect the information and store it in PROCHEM S.A. information systems. A list of participants can be provided if the project funding agency (EU Commission) will require the list of participants. Names and contact information will not be published.
- personal insights may be expressed in the online workshop and the workshop may be recorded, but names of participants will not be shown if the recording is published
- PROCHEM S.A. contact person (Aleksander Bartoszewski) will collect the questionnaire answers and anonymize the data before providing it to other project partners for the analyses.

7. Transfers outside the European Union or the European Economic Area

The personal data is not regularly but may exceptionally be transferred outside the EU or EEA if this is necessary to ensure appropriate and cost-effective implementation of the processing purpose, such as in case of technical reasons related to PROCHEM S.A. service provider. In such cases, the transfer is done in accordance with requirements of GDPR and applicable legislation.

In case of absence of European Commission ("EC") adequacy decisions, EC standard contractual clauses are used as appropriate or suitable safeguards for these data transfers. Whenever EC adequacy decisions are applicable PROCHEM S.A. may rely on them.

8. Automated decision making

No automated decision-making or profiling which produces legal effects or has similar material effects concerning the data subject is made.

9. Retention period of personal data after the research

After the research, research data may be retained as open data.
Research data is stored in the Zenodo platform for Open Data in research.

10. Protection principles

In performance of research, research data:

- is anonymized before commencing the research

Manually processed personal data is protected

Personal data processed in data systems is protected with:

- user name
- password
- access control with IP address
- user monitoring (log)
- access control

11. Rights of the data subjects

The data subjects have the rights listed below, which however may be exempted from and/or not applied on grounds set forth in applicable legislation. Exemptions and restrictions are considered for each case separately.

The data subject can exercise these rights by contacting Controller:

- Right to withdraw consent
- Right of access
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to data portability
- Right to lodge a complaint with a supervisory authority

Description of data subject's rights:

Right to withdraw consent

If the processing is based on consent, the data subjects have the right to withdraw their consent on which the processing is based on. This shall not affect the lawfulness of processing based on consent before its withdrawal.

Right of access

The data subjects have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her is being processed and access to his or her personal data and information concerning the processing of his or her personal data.

Right to rectification

The data subjects have the right to obtain from the controller rectification of inaccurate personal data concerning him or her. The data subjects have the right to have incomplete personal data completed.

Right to erasure ("right to be forgotten")

The data subjects have the right to obtain from the controller the erasure of personal data concerning him or her.

Right to restriction of processing

The data subjects have the right to obtain from the controller restriction of processing.

Right to object

The data subjects have the right to object to processing of personal data concerning him or her.

Right to data portability

Where the processing is based on the data subject's consent and carried out by automated means, the data subjects have the right to receive the personal data concerning him or her, which he or she has provided to the Controller and have the right to transmit those data to another controller.

Right to lodge a complaint with a supervisory authority

The data subjects have a right to lodge a complaint with a supervisory authority if the data subject considers that the processing of personal data breaches the data subject's rights pursuant to applicable law.