

INFORMATION CLAUSE FOR CONTRACTORS PROVIDING SERVICES TO SANO AS PART OF THEIR BUSINESS ACTIVITY

1. **Data Controller is Sano – Centre for Computational Personalised Medicine – International Research Foundation, Czarnowiejska 36 / C5, 30-054 Kraków, KRS: 0000797490, NIP: 6772446472, REGON: 384298430, e: info@sanoscience.org, t: +12 307 27 37, hereinafter referred to as "Sano".**
2. **Data Protection Officer Contact with the appointed Data Protection Officer: e-mail: iod@sanoscience.org**
3. **Purpose of processing**

We process the personal data of contractors in order to:

- performance of contracts concluded between Sano and contractors;
- conducting financial and tax settlements;
- fulfilling legal obligations resulting from the provisions of tax law, accounting and other regulations;
- maintaining contact in matters related to the performance of the contract;
- pursuing possible claims or defending against claims arising from concluded contracts;
- archiving documentation related to the cooperation.

4. Legal basis for processing

- Article 6(1)(b) of the GDPR – processing necessary for the performance of a contract or taking steps prior to its conclusion;
- Article 6(1)(c) of the GDPR – processing necessary to comply with legal obligations to which the controller is subject (e.g. resulting from the provisions of tax and accounting law);
- Article 6(1)(f) of the GDPR – the legitimate interest of the controller, consisting in maintaining contact with the contractor, archiving documents and pursuing claims.

5. Categories of relevant data

Personal data processed as part of cooperation with contractors may include:

- identification data: name, surname, company, NIP, REGON;
- contact details: correspondence address, telephone number, e-mail address;
- data on the conducted business activity: legal form, type of activity (PKD);
- Financial data: bank account number, information about payments, invoices and other accounting documents;
- other data necessary for the performance of the contract and legal obligations.

6. Information about recipients of personal data

The recipients of personal data will be:

- persons authorized by the personal data administrator (employees, associates of Sano);
- entities authorized under the law (e.g. tax authorities, accounting, auditors);
- providers of services supporting the implementation of cooperation, including providers of IT systems, accounting, legal and archiving services. Personal data will be transferred only within the limits permitted by law and with appropriate safeguards.

7. Period of storage of personal data

Personal data will be stored:

- for the period of performance of the contract and for the time required by the provisions of tax and accounting law (at least 5 years from the end of the calendar year in which the cooperation was terminated);
- for the period necessary to pursue claims or defend against claims (e.g. the period of limitation of claims).

8. Rights of the data subject

Contractors have the following rights:

- access to your data;
- rectify data;
- delete data (within the limits resulting from the provisions of law);
- restriction of processing;
- object to the processing of data in justified cases.

9. Right to lodge a complaint with a supervisory authority

The Contractor has the right to lodge a complaint with the President of the Office for Personal Data Protection if they believe that the processing of their personal data violates the provisions of the GDPR.

10. Requirement to provide personal data

Providing personal data is a condition for concluding and performing the contract. Failure to provide the required data will prevent the establishment of cooperation.

11. Source of personal data

Personal data is obtained directly from the contractor during the process of concluding the contract or during the implementation of cooperation.