

INFORMATION CLAUSE FOR VISITORS TO SANO

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 personal data for the purpose of:
 - ensuring the safety of people and property in Sano,
 - registration of entrances and exits as part of access control,
 - organization and management of visits to Sano's headquarters,
 - records of visitors and the fulfilment of obligations resulting from the provisions of law,
 - maintain contact with visitors, if necessary for purposes related to the Foundation's activities.
4. **Legal basis for processing**
 - Article 6(1)(c) of the GDPR – compliance with legal obligations to which the controller is subject,
 - Article 6(1)(f) of the GDPR – the legitimate interest of the controller consisting in ensuring safety, protection of property and the organisation and recording of visits to the Foundation's headquarters.
5. **Categories of personal data**

The personal data processed may include:

- identification data (e.g. name and surname, ID number if required registration),
 - contact details (e.g. telephone number, e-mail address if you have made an appointment in advance),
 - image recorded by video surveillance on the Foundation's premises, if applicable,
 - information about the purpose of the visit and the details of the entity or person with whom the visitor has a meeting.
6. **Recipients of personal data**

Personal data may be transferred:

- entities providing security and building management services,
- public authorities and law enforcement services on the basis of applicable law,
- other entities authorized to obtain data on the basis of legal provisions.

7. **Period of storage of personal data**

Personal data will be stored:

- for the period necessary to achieve the purpose of processing,
- for the time resulting from the provisions of law on the records of entries and exits,
- in the case of video monitoring – for a period not longer than 3 months, unless the recordings constitute evidence in the proceedings or are necessary to defend the rights of the controller.

8. Rights of the data subject

Data subjects have the right to:

- access to data,
- rectify data,
- delete data,
- restriction of data processing,
- object to the processing of data based on the legitimate interest of the administrator.

9. Right to lodge a complaint with a supervisory authority

Data subjects have the right to lodge a complaint with the President of the Office for Personal Data Protection if they believe that the processing of data violates the provisions of the GDPR.

10. Source of personal data

Personal data is obtained:

- directly from the visitor when registering the visit,
- via video surveillance at the Foundation's headquarters.

11. Voluntary provision of data

Providing personal data is voluntary, but it may be necessary to enter the foundation's premises or participate in scheduled meetings.