

INFORMATION CLAUSE FOR VOLUNTEERS IN 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 the personal data of volunteers in order to:

- the conclusion and implementation of the volunteering agreement;
- organisation and coordination of volunteering activities;
- ensure appropriate working and safety conditions;
- fulfilling obligations resulting from the provisions of law, including those related to volunteer insurance;
- communication related to the implementation of volunteering activities;
- keeping records of the volunteer's activities within the organization.

4. Legal basis for processing

- Article 6(1)(b) of the GDPR – processing is necessary for the conclusion and performance of a contract (volunteer work agreement);
- Article 6(1)(c) of the GDPR – compliance with a legal obligation to which the controller is subject (e.g. in the field of insurance, occupational health and safety);
- Article 6(1)(f) of the GDPR – legitimate interest of the controller, i.e. organisation and documentation of volunteering activities.

5. Categories of relevant data

Personal data processed as part of volunteering activities may include:

- identification data: name, surname, date of birth, PESEL number;
- contact details: telephone number, e-mail address, residential or postal address;
- data related to qualifications and experience: education, courses, certificates, volunteering experience;
- other data voluntarily provided by the volunteer in the application documents;
- data on participation in the organization's activities, such as hours of engagement, responsibilities, location of activities performed.

6. Information about recipients of personal data

The recipients of personal data will be:

- persons authorized by the personal data administrator (Sano employees and collaborators responsible for the organization and coordination of volunteering);

- entities authorized under the law (e.g. ZUS in the field of volunteer insurance notification, administrative offices);
- providers of services supporting the organization's activities, including communication and management of volunteering activities.

7. Period of storage of personal data

Personal data will be stored:

- for the duration of the volunteering agreement and the implementation of the volunteer's activities;
- for a period of 6 years from the end of volunteering activities, in accordance with the rules of archiving documents in the organization;
- for the period indicated in a separate consent, if it has been granted to store data for purposes related to future cooperation.

8. Rights of the data subject

A volunteer has the following rights:

- access to your data;
- rectify data;
- delete data (within the limits resulting from the provisions of law);
- restriction of processing;
- data portability;
- object to the processing of data, if the basis for the processing is the legitimate interest of the administrator;
- withdraw consent to the processing of data to the extent that consent was the basis for processing.

9. Right to lodge a complaint with a supervisory authority

A volunteer 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 voluntary, but necessary to conclude a volunteering agreement and carry out volunteering activities. Failure to provide data will make it impossible to conclude an agreement and carry out volunteering activities.

11. Source of personal data

Personal data is obtained directly from the volunteer in the process of application and conclusion of the volunteering agreement, as well as during the implementation of volunteering activities.