

Information Obligation

[Within the framework of participation in the 5th European Lightweighting Network Conference]

Pursuant to Article 13(1) and (2) 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, repealing Directive 95/46/EC (hereinafter referred to as "GDPR"), we hereby provide information and principles regarding the processing of personal data by Łukasiewicz Research Network – Krakow Institute of Technology in Krakow.

Data Controller

The controller of your personal data is ŁUKASIEWICZ RESEARCH NETWORK – Krakow Institute of Technology in Krakow (hereinafter referred to as "the Institute"), located at ul. Zakopiańska 73, 30-418 Kraków, email: sekretariat@kit.lukasiewicz.gov.pl, phone: +48 12 26 18 324.

Data Protection Officer

For all matters concerning the processing of personal data by the Institute, you may contact the appointed Data Protection Officer via email at daneosobowe@kit.lukasiewicz.gov.pl or in person at the Institute's headquarters.

Purpose and Legal Basis for Data Processing

Your personal data will be used or may be used for the following purposes:

1. Organization and execution of the 5th European Lightweighting Network Conference, including actions related to handling your registration submissions;
 - *Legal basis:* Article 6.1 b) GDPR.
2. Compliance with legal obligations imposed on the Institute, including tax and accounting regulations related to issuing and storing VAT invoices or other financial documents for paid participation in training, conferences, or other events;
 - *Legal basis:* Article 6.1 c) GDPR.
3. Non-commercial recording of your image through photographs and audiovisual materials taken during the conference;
 - *Legal basis:* Article 6.1 a) GDPR (consent).
4. Promotion of the Institute's activities, including publication of your image (with consent) recorded during the conference in post-conference materials, publications, reports, websites, and other media indefinitely;
 - *Legal basis:* Article 6.1 a) GDPR (consent).
5. Pursuing legitimate interests related to establishing, defending, or asserting claims arising from a contract;
 - *Legal basis:* Article 6.1 f) GDPR.

Recipients of Data

Your personal data may be shared with:

- Entities servicing the Institute's devices used for data processing;
- Providers maintaining software for personal data processing;
- Companies responsible for document destruction after retention periods;
- Service providers necessary for contract execution (e.g., courier companies);
- Financial institutions handling payments;
- Consulting/auditing firms, legal advisors, or tax consultants;
- Hospitality service providers for accommodation arrangements during events;



- Printing services for publications commissioned by the Institute.

Your data will not be transferred outside the European Economic Area or to international organizations.

Data Retention Period

Your personal data will be stored:

- Until consent is withdrawn (for consent-based processing);
- For as long as necessary to settle accounts;
- For periods required by law; or
- Until claims become time-barred.

Your Rights

You have the right to: access your data, request correction or supplementation, demand deletion or restriction of processing, transfer your data, and object to processing under applicable law. For consent-based processing, you may withdraw consent at any time without affecting prior lawful processing.

To exercise these rights, submit a request via email at daneosobowe@kit.lukasiewicz.gov.pl, in writing to the Institute's address, or in person at its headquarters. The Institute will verify your identity before fulfilling your request. If you believe your data is processed unlawfully, you can file a complaint.

If you believe that the processing of your personal data by the Institute violates the provisions of the GDPR, you have the right to lodge a complaint with the President of the Personal Data Protection Office, located at ul. Stawki 2, 00-193 Warsaw.

Information on the Requirement to Provide Data

Providing personal data is necessary for purposes related to preparing and concluding the agreement (participation in the conference). Failure to provide personal data will result in the inability to carry out administrative procedures (and, in the case of paid participation, also financial and accounting activities), making registration and subsequent participation in the conference impossible.

If you do not consent to the use of your image, the Institute will not publish training/conference materials containing your image.

Personal Data Obtained from Other Sources

If you make payments via a bank or payment institution, we may acquire information about which account and institution were used for payment. This data will be processed to verify payment accuracy, facilitate refunds if necessary to execute the agreement, and assert or defend claims.

Automated Decision-Making

The Institute will not apply automated decision-making, including profiling, with respect to your personal data.