

INFORMATION CLAUSE FOR A SANO EMPLOYEE

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 your personal data as part of Sano's business in order to:

- fulfilling obligations resulting from the provisions of the labour law and social insurance,
- keeping HR and payroll documentation,
- performance of the employment contract,
- providing benefits resulting from special regulations (e.g. health and safety),
- handling social benefits,
- conducting internal recruitment,
- conducting internal communication as part of Sano's activities,
- performance of other obligations resulting from the provisions of law or internal organizational regulations.

4. **Legal basis for processing**

- Article 6(1)(b) of the GDPR – processing is necessary for the performance of an employment contract;
- Article 6(1)(c) of the GDPR – processing is necessary for compliance with a legal obligation to which the controller is subject (e.g. in accordance with the provisions of the Labour Code, social security regulations);
- Article 6(1)(f) of the GDPR – implementation of the legitimate interests of the controller, such as employee management and ensuring safety in the workplace.

5. **Categories of relevant data**

The personal data processed by Sano includes:

- identification data: name, surname, PESEL, NIP, address of residence and correspondence, date and place of birth, citizenship, marital status, data of family members (e.g. for tax or insurance purposes);
- contact details: phone number, email address;
- employment-related data: bank account number, position, salary, employment history, education, professional qualifications, performance appraisal results;

- data related to occupational health and safety, including the results of medical examinations;
- other data required by law or voluntarily provided by the employee.

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. Social Insurance Institution, tax offices, courts, law enforcement authorities);
- Sano support service providers, e.g. HR and payroll, IT, audit, training;
- health and safety providers.

7. Period of storage of personal data

Personal data will be stored for the period resulting from the provisions of law, including m.in.:

- employee documentation – for the duration of employment, and after its termination for a period of 10 years;
- tax and social security documentation – in accordance with applicable regulations.

8. Rights of the data subject

An employee 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.

9. Right to lodge a complaint with a supervisory authority

An employee 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 mandatory and results from the provisions of law. Failure to provide data will make it impossible to establish an employment relationship and perform obligations under the law.

11. Source of personal data

The employee's personal data is obtained directly from the employee during the recruitment process, at the stage of concluding the employment contract and during its duration. In some cases, data may also be obtained from other sources (e.g. employment certificates, certificates of qualifications).