INFORMATION CLAUSE FOR FAMILY MEMBERS OF SANO EMPLOYEES AND PERSONS WHOSE DATA EMPLOYEES HAVE PROVIDED IN CONNECTION WITH THE EXERCISE OF THEIR EMPLOYMENT RIGHTS

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 processingWe process personal data for the purpose of:**

- fulfilment of the employer's obligations under the provisions of the labour law, tax law and social security,
- providing employees with additional benefits related to their employment (e.g. medical care, group insurance),
- servicing persons registered by employees who are entitled to use the benefits to which they are entitled (e.g. indicated family members),
- payment of benefits and handling of cases related to accidents at work or other fortuitous events,
- performing other employee duties and securing employee rights, including reporting contact details in emergency situations.

4. **Legal basis for processing**

- Article 6(1)(c) of the GDPR – compliance with a legal obligation to which the controller is subject,
- Article 6(1)(f) of the GDPR – legitimate interest of the controller to ensure proper management of employment and protection of employees' rights,
- Article 9(2)(b) of the GDPR – processing of special categories of data necessary to fulfil obligations related to employment and social security,
- Article 9(2)(c) GDPR – processing of health data necessary to protect the vital interests of data subjects.

5. **Categories of personal dataWe process personal data that employees have provided in connection with the exercise of their employment rights, in particular:**

- identification data of family members (e.g. name, surname, date of birth, degree of kinship),
- contact details provided by employees (e.g. telephone number for contact in emergency situations),
- data required for insurance and tax purposes (e.g. PESEL, NIP, address of residence),
- Health data (e.g. related to accidents at work or acts of God, if applicable)

6. **Recipients of personal dataPersonal data may be transferred:**

- entities authorized under the law (e.g. Social Insurance Institution, tax offices),

- Employment support providers, such as HR and payroll software providers.
- entities providing additional services to employees, e.g. insurance companies,
- persons entitled to receive information in accordance with applicable regulations.

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

   Personal data will be stored for the period of:

- required by the provisions of labor law and social security,
- necessary to safeguard the rights of employees or their family members in connection with employment,
- required for archival purposes, in accordance with the applicable regulations on the retention of employee records.

8. **Rights of the data subjectData subjects have the right to:**

- access to data,
- rectify data,
- delete data (to the extent that their processing does not result from the legal obligations of the administrator),
- restriction of data processing,
- object to the processing of data based on the legitimate interest of the administrator.

9. **The right to lodge a complaint with the 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 has been provided by Sano employees in connection with the exercise of their employment rights or the notification of persons entitled to use the benefits to which they are entitled.