

## 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](mailto: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](mailto: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.