



## INFORMATION ON THE PROCESSING OF YOUR PERSONAL DATA

### *Internal project of the Voivodeship Labour Office in Toruń implemented under the European Funds for Kujawy and Pomerania 2021-2027 Programme*

#### WHO IS THE CONTROLLER OF YOUR PERSONAL DATA

The administrator, i.e. the entity that decides how your personal data will be used, is the Voivodeship Labour Office in Toruń (hereinafter: WUP) with the registered office in Toruń (87-100) at Szosa Chełmińska 30/32.

Moreover, your personal data may be processed by other administrators, including:

- The Board of Kujawsko-Pomorskie Voivodeship, acting as the Managing Authority,
- The Minister responsible for development, acting as the Coordinating Institution for the Partnership Agreement,
- Entities conducting evaluation research.

#### HOW TO CONTACT US FOR MORE INFORMATION ABOUT THE PROCESSING OF YOUR PERSONAL DATA?

Write to our designated data protection officer (DPO) using the following contact details:

- e-mail: [iod@wup.torun.pl](mailto:iod@wup.torun.pl),
- address: **Inspektor Ochrony Danych Osobowych,**  
**Wojewódzki Urząd Pracy w Toruniu,**  
**ul. Szosa Chełmińska 30/32,**  
**87-100 Toruń**

#### HOW DO WE GET YOUR DATA AND WHY DO WE COLLECT IT?

We may obtain your personal data from you, contractors, subcontractors, bidders, their employees, representatives and proxies, other entities involved in the implementation of the project and the European Funds for Kujawy and Pomerania (including NGOs), domestic and other institutions, ICT systems and registers, including public registers referred to in Article 92(2) of the Act of 28 April 2022 on the rules for the implementation of tasks financed from European funds in the financial perspective 2021-2027 (hereinafter: the Implementation Act).

The purpose of the processing is the implementation of the office internal project within the framework of the regional programme Priority 8 European funds for support in the area of labour market, education and social inclusion within the scope of Measure 8.23 SUPPORTING INTEGRATION OF THIRD-COUNTRY NATIONALS.

The data will be processed in particular in order to apply for project funding, to implement the project, which includes, but is not limited to, confirming the eligibility of expenditure, providing support, monitoring, evaluation, communication, verification, control, audit and reporting, financial management, and information, promotional and awareness-raising activities.

Depending on the matter for which you have approached us, the provision of your personal data may be:

- voluntary



- mandatory, and refusal to provide personal data will prevent us from fulfilling your request.

## WHAT IS THE PURPOSE AND LEGAL BASIS FOR PROCESSING OF YOUR PERSONAL DATA BY WUP?

Legal basis for processing:

- Article 6(1)(a) GDPR\* - the processing is carried out on the basis of consent for the use of the image for informational and promotional purposes;
- Article 6(1)(b) GDPR\* - processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- Article 6(1)(c) GDPR\* - processing is necessary for compliance with a legal obligation to which the controller is subject
- Article 9(2)(g) GDPR\* - processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject,

in connection with:

- Implementation Act,
- Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy,
- Regulation (EU) 2021/1057 of the European Parliament and of the Council of 24 June 2021 establishing the European Social Fund Plus (ESF+) and repealing Regulation (EU) No 1296/2013.

In accordance with Article 5(1)(b) of the GDPR\*: "*further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall, in accordance with Article 89(1), not be considered to be incompatible with the initial purposes*".

## WITH WHOM WE SHARE YOUR PERSONAL DATA

According to Art. 89 of the Implementation Act - access to your personal data - shall be vested in the minister in charge of regional development performing the tasks of the Member State, the minister in charge of public finance, the Managing Authority, the Audit Authority, as well as entities to which WUP and the listed entities entrust the implementation of tasks under a separate agreement, to the extent necessary for the implementation of their tasks resulting from the provisions of the Implementation Act, and shall also be vested in the President of the Social Insurance Institution, entities related to the implementation of tasks under the regional programme, in particular involved in the process of audit, evaluation, control, assessment and expertise, and in other entities authorised by law.

The aforementioned entities share with each other the personal data necessary for the performance of their tasks, in particular by means of ICT systems.

The data may also be made available to service providers performing servicing and maintenance of the ICT infrastructure of the office and other entities providing services to WUP and the aforementioned entities.

## **DO WE PROCESS YOUR DATA FURTHER TO COUNTRIES OUTSIDE THE EUROPEAN ECONOMIC AREA**

WUP uses the Google Analytics statistics mechanism on its websites. Consequently, some of your personal data may be transferred outside the European Economic Area to Google LLC based on appropriate legal safeguards, namely the standard contractual clauses for the protection of personal data, approved by the European Commission.

WUP does not transfer personal data outside the European Economic Area.

## **HOW LONG WE KEEP YOUR PERSONAL DATA**

We keep your personal data until the legal obligation to keep them expires. It is anticipated that this date shall not be later than 31.12.2041. After this date, the data will be erased in accordance with the applicable legal provisions.

## **WHAT ARE YOUR RIGHTS TOWARDS WUP WITH RESPECT TO THE DATA PROCESSED**

In order to ensure that you are in control of your data, the GDPR\* sets out a number of rights you can exercise, i.e. the right to request access to, rectification, erasure or restriction of processing of your personal data, the right to object to processing, the right to be informed whether decision-making in your case is automated, including through profiling.

Furthermore, if the processing of your data is based on your written consent, you have the right to withdraw your consent at any time without affecting the lawfulness of processing carried out on the basis of consent prior to its withdrawal. You also have the right to lodge a complaint with the supervisory authority.

However, please note that due to the nature and context of the processing of your data, as a controller we are not able to comply with every request. For this purpose, you may contact the Data Protection Officer named above.

## **DO WE PROCESS YOUR PERSONAL DATA AUTOMATICALLY (INCLUDING THROUGH PROFILING) IN A WAY THAT AFFECTS YOUR RIGHTS?**

Your personal data will not be processed by automated means (including profiling) stipulated in legal provisions.

\* WHENEVER REFERENCE IS MADE IN THIS NOTICE TO GDPR, IT SHALL MEAN REGULATION 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL (EU) 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, AND REPEALING DIRECTIVE 95/46/EC