

INFORMATION ON DATA PROCESSING FOR CONTRACTORS

In accordance with Article 13(1)–(2) of the GDPR¹, we inform you that:

1. The controller of your personal data is the **International School of Gdansk**. You can contact us by post at: ul. Biała 1, 80-435 Gdańsk; by email: isg@gfo.pl; or by phone: +48 58 342 31 00.
2. The correctness of data processing is supervised by the **Data Protection Officer**, who can be contacted by email at iod@gfo.pl or by post at the school's address.
3. Your personal data will be processed for the purpose of establishing and performing a contract.
4. The legal basis for processing your data is:
 - **Article 6(1)(b) of the GDPR** – processing is necessary for the performance of a contract or to take steps prior to entering into a contract;
 - **Article 6(1)(c) of the GDPR**, in particular in connection with the following acts: the Accounting Act of 29 September 1994; the Public Finance Act of 27 August 2009; the Regulation of the Minister of Finance of 1 October 2010 on specific accounting principles for banks; and the Value Added Tax Act of 11 March 2004;
 - **Article 6(1)(f) of the GDPR** – processing is necessary for the establishment, exercise or defence of legal claims, if such need arises.
5. The data retention periods for contractors' data are determined by legal provisions, the school's archiving instructions based on the Act of 14 July 1983 on the national archival resource and archives, and in the case of data processed based on consent – for the period necessary to achieve the stated purpose.
6. The recipients of your data may include entities to whom the data are disclosed, excluding public authorities where the data may be provided only within a specific administrative procedure. Data recipients may include entities supporting the school in the fulfilment of its statutory tasks, particularly in the areas of IT services, legal and accounting support, physical and property security, or data protection.
7. Your data will not be transferred to a third country or to an international organisation.
8. In accordance with the GDPR, you have the right to:
 - access your personal data and obtain a copy thereof;
 - rectify (correct) your data if it is inaccurate or outdated, and to erase it if processing is not required for compliance with a legal obligation or for the performance of a public task;
 - restrict or object to the processing of your data;
 - lodge a complaint with the **President of the Personal Data Protection Office** (at ul. Stawki 2, 00-193 Warsaw).
9. The provision of personal data is voluntary, but failure to provide it will prevent the case from being processed.
10. Your data will not be used for automated decision-making or profiling.

¹ 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, and repealing Directive 95/46/EC (OJ L 119, 4.5.2016, p. 1; OJ L 127, 23.5.2018, p. 2)