

## Information clause

In order to fulfill the obligation imposed by Art. 13 and 14 of the GDPR, in connection with art. 88 of the Act on the principles of implementing tasks co-financed from European funds in the financial perspective 2021-2027, we would like to inform you about the principles of processing your personal data:

### I. Data administrator

Separate administrators of your data are:

1. The Director of the Center for European Projects (CPE), to the extent that it acts as the Joint Secretariat for the Interreg South Baltic Programme 2021-2027, with headquarters at ul. Domaniewska 39A, 02-672 Warsaw;
2. The Minister of Funds and Regional Policy, to the extent to which it performs the tasks of the Member State and performs the functions of the Managing Authority (MA) for the Interreg South Baltic Programme 2021-2027, with headquarters at ul. Wspólna 2/4, 00-926 Warsaw;
3. The competent authority that has been appointed to perform the tasks of the controller.

### II. Purpose of data processing

We will process your personal data in connection with the implementation of the for the Interreg South Baltic Programme 2021-2027, in particular to enable the verification of the application form, the conclusion of the contract and the confirmation of the eligibility of expenditure settled under the project.

Providing data is voluntary, but necessary to implement the above-mentioned purpose. Refusal to provide them is equal to the inability to take appropriate action.

### III. The basis for processing

Your personal data will be processed due to the fact:

1. We are obliged to do so by the law (Article 6 (1) (c) of the GDPR:
  - Regulation (EU) No 2021/1060 of the European Parliament and of the Council of 24 June 2021 establishing 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, as well as financial provisions for these funds and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Financial Support Instrument for Border Management and Visa Policy (Journal of Laws UE L 231 of 30/06/2021, p. 159, as amended);
  - Regulation (EU) 2021/1059 of the European Parliament and of the Council of 24 June 2021 on specific provisions for the European Territorial Cooperation goal (Interreg)

supported under the European Regional Development Fund and external financing instruments;

- Regulation of the European Parliament and of the Council (EU) No. 2021/1058 of June 24, 2021 on the European Regional Development Fund and the Cohesion Fund (Journal of Laws UE L 231 of June 30, 2021, p. 60, as amended);
  - Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union and amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014 and (EU) No 283/2014 and Decision No 541 / 2014 / EU, as well as repealing Regulation (EU, Euratom) No 966/2012 (Journal of Laws UE L 193 of 30.07.2018, p. 1);
  - Act of April 28, 2022 on the principles of implementing financial tasks from European funds in the financial perspective 2021-2027 (Journal of Laws, item 1079);
2. We perform tasks in the public interest or exercise public authority entrusted to us (Article 6 (1) (e) of the GDPR);
  3. We prepare and implement contracts to which you are a party, and the processing of personal data is necessary for their conclusion and performance (Article 6 (1) (b) of the GDPR).

#### **IV. Types of data processed**

The following types of your data may be processed:

1. Data identifying natural persons, such as name / names and surname, position, phone / fax, e-mail address, website address, user ID / login, IP address, type of user, place of work / entity represented / name of the bidder or contractors, registered office / correspondence address / residence address, PESEL, NIP, REGON, other identifiers operating in a given country, project co-financing contract number, legal form, form of ownership, profession / education;
2. Data related to the scope of participation of natural persons in the project, not listed in point 1, such as: form of involvement in the project, period of involvement of a person in the project (date of start of participation in the project, date of completion of participation in the project), working time, working hours, citizenship, amount of remuneration, bank account number, image;
3. Data of natural persons not listed in point 1, which appear on the documents confirming the eligibility of expenditures, including: parents' names, date of birth / age, place of birth, series and number of ID card, special needs, remuneration amount, bank account number, professional experience, number of building permits, length of service, plot number, precinct, land and mortgage register number, commune, name and number of the legal title to the real estate, gas connection number, information on



an identified or potential conflict of interest related to the performance of official duties, disrupting or threatening to disrupt the independent performance of tasks by an employee / expert.

We obtain data directly from data owners, using ICT systems or from institutions and entities involved in the implementation of the Program, including applicants, beneficiaries and partners.

#### **V. Access to personal data**

Access to your personal data is available to employees and associates of the Ministry of Funds and Regional Policy, the Center for European Projects and the relevant national controllers. In addition, your personal data may be entrusted or shared:

1. Entities to which we commissioned to perform tasks in the Interreg South Baltic Programme 2021-2027,
2. The institutions of the European Union (EU) or entities to which the EU has entrusted tasks related to the implementation of Interreg South Baltic Programme 2021-2027,
3. The audit authority referred to in Art. 71 of the general regulation or in art. 45 and art. 46 of the Interreg Regulation,
4. Entities that provide services related to the operation and development of ICT systems, as well as ensuring communication, e.g. IT solution providers and telecommunications operators.

#### **VI. Data storage period**

Your personal data will be stored in accordance with the provisions on national archival resources and archives, for the duration of the agreement, including at least 5 years from 31 December of the year in which the Managing Authority made the last payment to the beneficiary, subject to provisions that may provide for a longer period of time that the deadline for carrying out the control, as well as the provisions on state aid and de minimis aid and the provisions on the tax on goods and services.

#### **VII. Rights of data subjects**

You have the following rights:

1. The right to access your data and receive a copy thereof (Article 15 of the GDPR),
2. The right to rectify your data (Article 16 of the GDPR),
3. The right to request the administrator to limit the processing of your data (Article 18 of the GDPR),
4. The right to object to the processing of your data (Article 21 of the GDPR) - if the processing takes place in order to perform a task carried out in the public interest or in



the exercise of public authority entrusted to the administrator (i.e. for the purpose referred to in Article 6 paragraph 1(e),

5. The right to lodge a complaint to the supervisory body of the President of the Office for Personal Data Protection (Article 77 of the GDPR) - if the person considers that the processing of his personal data violates the provisions of the GDPR or other national provisions governing the protection of personal data in force in Poland.

### **VIII. Automated decision making**

Personal data will not be subject to automated decision making, including profiling.

### **IX. Transfer of data to a third country**

Your personal data will not be transferred to a third country, except for the Interreg Poland - Ukraine 2021-2027 Program. In the case of these program, data can be transferred to the appropriate institution in Ukraine. Such transfer will take place based on separate agreement, in accordance with Commission Implementing Decision (EU) 2021/914 of June 4, 2021 on standard contractual clauses for the transfer of personal data to third countries as specified in the Regulation (EU) 2016/EU of the European Parliament and of the Council (EU) 2016/679.

### **X. Contact with the data administrator and the Data Protection Inspector**

If you have any questions regarding the processing of personal data, please contact the Data Protection Officers (DPO) as follows:

1. The Managing Authority (The Ministry of Funds and Regional Policy):

by traditional mail (ul. Wspólna 2/4, 00-926 Warsaw, Poland),

electronically (e-mail address: IOD@mfipr.gov.pl),

2. Center for European Projects:

by traditional mail (ul. Domaniewska 39A, 02-672 Warsaw, Poland),

electronically (e-mail address: iod@cpe.gov.pl).