 wielkopolskie centrum onkologii	GREATER POLAND CANCER CENTRE INFORMATION OBLIGATION CLAUSE - GREATER POLAND CANCER CENTRE EMPLOYEE IDENTIFIER: WCO:PBI.PBDO.E011	Version: 03.04 Date: 2021-04-23 Page: 1/3 Attachment no. E011 to PBDO
	DATA PROTECTION SUPERVISOR	

INFORMATION OBLIGATION CLAUSE - EMPLOYEE OF GREATER POLAND CANCER CENTRE


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DEAR EMPLOYEE,

Pursuant to article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of the European Union of 27 April 2016 on the protection on natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) henceforth GDPR, we hereby inform that:

1. The Greater Poland Cancer Centre, being an independent public healthcare unit, with its registered seat in 61-866 Poznan 15 Garbary Street is the administrator of your personal data.
2. In all matters connected with data processing and your data protection you may contact Personal Data Inspector accessible at daneosobowe@wco.pl.
3. We process your ordinary and/or sensitive data in the scope of such data as:
 - name and surname (names),
 - parents' names,
 - date and place of birth,
 - place of residence, mailing/permanent address,
 - education,
 - eligibilities (right to exercise the profession, qualification certificates, certifications),
 - certificate of no criminal conviction,
 - employment record (unemployment allowance reception period),
 - additional skills, competencies, interests like: foreign languages, driving license, digital literacy, other,
 - PESEL number,
 - Tax Identification Number (TIN),
 - number and series of ID Card, issued by,
 - image,
 - health status information,
 - disability certificate,
 - liquidation action information,
 - general obligation of protection,
 - contact person to be notified in the event of an accident,
 - information on remaining unemployed,
 - information essential to transfer money on a bank account (name of the bank, account number),
 - information necessary to calculate the monthly advances for natural persons income tax,
 - identification/ notification data - Tax Office, social security required by the relevant legislative regulations,

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- data required for notification of a family member to health insurance,
 - signature,
 - identifiers and authorisations in IT systems,
 - IP addresses,
 - e-mail addresses,
 - telephone numbers,
 - other employee data, including names and surnames and date of birth of their children, if providing of such data is necessary due to employee benefiting from particular entitlements as provided in labour law or by the company,
 - other information or data, to the extent necessary to fulfil duties connected with the employment, if legal regulations stipulate to provide them.
4. Your personal data is processed according to Article 1 (b) (execution or conclusion of an agreement), Article 1 (c) (legal obligation incumbent on the Administrator) Article 9 (2) (b) (legal obligation incumbent on the Administrator) of GDPR due to organisation of employment, in particular: keeping a register of employees, keeping an employment documentation, records of working time, reporting employees and their family members to the Social Insurance Institution (ZUS), updating applications and providing data on employees dismissals, keeping settlements with employees, payment of wages, calculating burdens and contributions to the Social Insurance Institution, organisation of workplace, participation in trainings and improvement of professional qualifications, as well as the implementation of obligations under the provisions of the Labour Law, Social Security, and Social Protection and Article 1 (f) (legitimate interest of the Administrator) of the GDPR with regard to the image processing during business video conferences and business meetings held via remote communication channels.
 5. Providing your personal data is obligatory and results from the provisions of the Labour Law, in particular Act of June 26 1974, the Labour Code (including Article 221, Section III - Remuneration), Act of April 15 2011 on medical activity, Act of October 13 1998 on the social insurance system (Article 1,(6) (a)), Act of August 1997 on vocational and social rehabilitation and employment of the disabled, Act of 27 August 2004 on providing health services financed by the public funds, Act of 4 March 1994 on the company's social benefits fund, Act of October 30 2002 on social security for accidents at work and occupational diseases, Regulation of the Minister of Labour and Social Policy of August 26 1997 on general provisions on health and safety at work. The consequence of not providing the data is a withdrawal from the conclusion of the contract.
 6. We process your data in the form of an image and GPCC's computer network activity based on Article 22² and 22³ of the Labour Code. The processing of personal data using video monitoring system includes: entry roads to the Administrator's facilities, external area, entries/ exits, as well as the are inside the buildings and centres. The above data is processed in order to protect the facility and property and ensure safety in the Greater Poland Cancer Centre (meaning the headquarters and its branches), and also to ensure the GPCC's IT system security, to ensure work organisation enabling a full use of working time and proper use of the professional tools provided to the employee.

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7. Moreover, pursuant to Article 6 (1)(a) (consent given) GDPR we process you data - image in order to issue an employee smart card to authenticate in the GPCC's IT systems. Providing data is voluntary, however failure to do so results in a withdrawal from the contract.
8. You have the right to: access your data, rectify it, object it, delete it, limit processing it, the right to transfer the data to another administrator, or if the processing is based on a consent then the right to withdraw the consent at any time without affecting the lawfulness of processing based on consent before its withdrawal. If you wish to exercise the above rights, please send an email to daneosobowe@wco.pl
9. You also have the right to lodge a complaint to the Supervisory Authority, when you deem that the personal data processing violates the GDPR.
10. The Greater Poland Cancer Centre, as an administrator, takes care of the confidentiality of the data. However, due to the need to fulfil the processing or ensuring proper organisation of work it may disclose data to the following data recipients with which it has concluded separate contracts for the provision of services:
 - Entities in the field of Human Resources and accounting,
 - Entities in the field of servicing Employee Capital Plan,
 - Entities in the field of IT systems service,
 - Entities providing health services, conducting medical examinations, providing preventive health care or occupational medicine services,
 - Entities providing services in the field of Occupational health and safety (OHS) and Fire protection,
 - Entities in the field of providing legal services,
 - Entities providing services in the field of protection of the property and persons.
 - Social Insurance Institutions,
 - The Company's Social Benefits Fund,
 - Poland National Atomic Energy Agency, the Association of Radiological Protection Inspectors,
 - Tax authorities,
 - Insuring entities,
 - Controlling entities,
 - Entities providing services in the field of defence and classified information on the basis of legal provisions,
 - or other entities authorised based on the legal regulations.
11. Your personal data is not subject to automated decision making, including profiling.
12. Your personal data will not be transferred to a Third Country/ international organisation i.e., outside the European Union.
13. Your personal data will be stored by the GPCC until the employment process is completed and the time necessary to fulfil the archiving obligation resulting from legal provisions and protection against claims and possible redress.
14. You are obliged at the same time to immediately inform the employer of any changes to your personal data, as specified in the employee's personal questionnaire.