

Sir Roger Penrose Institute
for Interdisciplinary Sciences

Information Clause on the Processing of Personal Data

for persons submitting applications
under the Institute's support programmes

Information document concerning the rules for the processing of personal data
in connection with the receipt, assessment and consideration of applications
for support under the Institute's Research Support
and Systemic Analysis Fund, as well as support programmes
implemented by the Institute.

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1. Personal Data Controller

1. The controller of personal data processed in connection with the receipt, assessment and consideration of applications for support is the Sir Roger Penrose Institute for Interdisciplinary Sciences.
2. Contact with the Controller is possible through the contact details indicated on the Institute's website.
3. This information clause applies to personal data provided to the Institute in connection with participation in support programmes, in particular under the Fund for Research and Systemic Analysis Support and the Guarantee Reserve for Support Programmes.

2. Persons Whose Data May Be Processed

1. The Institute may process personal data of the following persons:
 - a) natural persons submitting an application for support,
 - b) persons representing institutions, organisations or other entities submitting an application for support,
 - c) persons authorised to sign the application,
 - d) attorneys-in-fact or other authorised representatives,
 - e) persons indicated as contact persons,
 - f) persons whose data are included in registration documents, powers of attorney, attachments or other documents submitted together with the application,
 - g) persons to whom support has been granted or whose data are necessary to document the support granted.
2. The scope of the data processed depends on the type of support programme, the nature of the applicant and the information provided in the application form and attachments.

3. Purposes of Data Processing

1. Personal data will be processed for the purpose of:
 - a) receiving an application for support,
 - b) conducting the formal assessment of the application,
 - c) conducting the substantive assessment of the application,
 - d) verifying the accuracy of the data provided in the application,
 - e) verifying the applicant's status, where relevant to the assessment of the application,
 - f) verifying the representation or authorisation of the person signing the application,
 - g) contacting the applicant or the person indicated for contact,

- h) documenting the course of the call,
- i) documenting the decision to grant or refuse support,
- j) implementing the support granted,
- k) documenting the use of the support,
- l) maintaining records of support programmes,
- m) publishing information on the support granted, if the application is approved and the programme regulations provide for the transparency of results,
- n) fulfilling accounting, tax, archiving, reporting or documentation obligations, where applicable,
- o) protecting the Institute's copyrights,
- p) protecting the rights and legal interests of the Institute,
- q) pursuing claims or defending against claims, where necessary.

4. Legal Bases for Data Processing

1. Personal data will be processed on the basis of:
 - a) the consent of the data subject, to the extent that processing is based on consent, in particular with respect to the publication of information on support granted to a natural person,
 - b) the necessity of processing data in order to take steps at the request of the data subject prior to a possible conclusion of an agreement or granting of a licence,
 - c) the necessity of processing data for the performance of an agreement, licence or other arrangement, if support is granted,
 - d) a legal obligation incumbent on the Controller, where processing is necessary to fulfil accounting, tax, archiving or other obligations arising from applicable law,
 - e) the legitimate interest of the Controller consisting in maintaining documentation of support programmes, ensuring the transparency of calls, protecting copyrights, safeguarding the proper use of support, pursuing claims or defending against claims.
2. Where data processing is based on consent, the data subject has the right to withdraw consent at any time. Withdrawal of consent does not affect the lawfulness of processing carried out before its withdrawal.
3. Withdrawal of consent to the publication of information on granted support before the announcement of results may result in the application being left without consideration or in the inability to grant support, if transparency of results is a condition of participation in the relevant support programme.

5. Scope of Data Processed

1. The Institute may process personal data provided in the application form, attachments and correspondence concerning the application.
2. In the case of natural persons submitting an application for support, the scope of data may include in particular:
 - a) first name and surname,
 - b) contact details,
 - c) country of residence,
 - d) locality,
 - e) correspondence address, if necessary for the implementation of support,
 - f) information on professional, scientific, educational, expert, authorial, journalistic or social status,
 - g) information on conducted activity or project,
 - h) information on business activity, where relevant to the application,
 - i) information on tax and VAT status,
 - j) information on the right to deduct VAT,
 - k) information on income and financing capacity provided in the form of a declaration,
 - l) information on financing from other sources,
 - m) information on the subject matter of the application,
 - n) signature,
 - o) data contained in attachments.
3. In the case of applications submitted by institutions, organisations or other entities, the scope of personal data may include in particular:
 - a) first name and surname of the person representing the applicant,
 - b) function or position of the person representing the applicant,
 - c) data of the person authorised to sign the application,
 - d) data of the attorney-in-fact or other authorised representative, where applicable,
 - e) data of the person indicated for contact,
 - f) business contact details,
 - g) signature,
 - h) personal data disclosed in registration documents, powers of attorney or other attachments.

4. Data concerning the financial situation of a natural person, income, capacity to finance the purchase from own funds or other sources are processed solely for the purpose of assessing the grounds for granting support and are not published.
5. The Institute does not require the provision of excessive data that are not necessary for the assessment of the application, implementation of support, fulfilment of legal obligations or protection of the rights and legal interests of the Institute.

6. Source of Data

1. Personal data are generally obtained directly from the data subject or from the applicant submitting the application form.
2. If an application is submitted by an institution, organisation or other entity, data of representatives, attorneys-in-fact and contact persons may be provided by that entity.
3. A person submitting an application on behalf of an institution, organisation or other entity should ensure that the persons indicated in the application have been informed that their data have been provided to the Institute or have the possibility to read this information clause.

7. Recipients of Data

1. Personal data may be disclosed to entities supporting the Institute to the extent necessary to fulfil the purposes indicated in this information clause.
2. Recipients of data may include in particular:
 - a) entities providing accounting services,
 - b) entities providing legal services,
 - c) entities providing IT services,
 - d) hosting service providers,
 - e) electronic mail service providers,
 - f) postal and courier operators,
 - g) entities providing archiving services,
 - h) entities supporting the operation of the Institute's website,
 - i) public authorities, where the obligation to disclose data arises from applicable law.
3. If support is granted, data specified in the regulations of the relevant programme may be published on the Institute's website in order to ensure the transparency of the results of the call.
4. The Institute does not sell personal data or disclose them to third parties for marketing purposes.

8. Publication of Information on Granted Support

1. If the regulations of a given support programme provide for the publication of results, the Institute may publish on its website information on applications for which support has been granted.
2. In the case of natural persons, the published information may include in particular:
 - a) first name and surname of the person to whom support has been granted,
 - b) name of the support programme,
 - c) project title, purpose of support or title of the publication to which the support relates,
 - d) percentage or amount of support granted.
3. In the case of institutions, organisations or other entities, the published information may include in particular:
 - a) name of the applicant,
 - b) name of the support programme,
 - c) project title, purpose of support or title of the publication to which the support relates,
 - d) percentage or amount of support granted.
4. The Institute does not publish the content of applications, justifications, contact details, addresses, identification numbers, financial information, income information or any other data not listed in the programme regulations and this information clause.
5. Transparency of call results is intended to ensure the transparency of the Fund, support programmes and the allocation of funds.

9. Data Retention Period

1. Personal data will be retained for the period necessary to fulfil the purposes for which they were collected.
2. Personal data may be retained in particular for the period necessary to:
 - a) receive and consider the application,
 - b) document the course of the call,
 - c) document the support granted,
 - d) implement the support granted,
 - e) fulfil accounting, tax, archiving, reporting or documentation obligations,
 - f) secure, pursue or defend against claims,
 - g) protect copyrights and the legal interests of the Institute.

3. If support is not granted, data may be retained for the period necessary to document the course of the call, ensure the accountability of the Institute's decision-making process and protect the legal interest of the Institute.
4. Data processed on the basis of consent will be processed until consent is withdrawn, unless there is another legal basis for further processing of the data.
5. After the applicable retention periods expire, data will be deleted, anonymised or archived in accordance with applicable law and the Institute's documentation rules.

10. Rights of Data Subjects

1. The data subject has the right to access his or her personal data.
2. The data subject has the right to rectify his or her personal data.
3. The data subject has the right to request the erasure of data in cases provided for by law.
4. The data subject has the right to request restriction of data processing in cases provided for by law.
5. The data subject has the right to object to the processing of data to the extent that the processing is based on the legitimate interest of the Controller.
6. Where processing is based on consent, the data subject has the right to withdraw consent at any time.
7. Withdrawal of consent does not affect the lawfulness of processing carried out before its withdrawal.
8. The exercise of certain rights may be limited in cases where further processing of data is necessary to fulfil a legal obligation, document the course of the call, implement granted support, protect copyrights, pursue claims or defend against claims.
9. The data subject has the right to lodge a complaint with the President of the Personal Data Protection Office if he or she considers that the processing of his or her personal data infringes the provisions of the GDPR.

11. Voluntary Provision of Data

1. The provision of personal data is voluntary, but necessary to submit and consider an application for support.
2. Failure to provide data required in the application form may result in the application being left without consideration.
3. Lack of consent to the publication of information on granted support may result in the application being left without consideration or in the inability to grant support, if transparency of results is a condition of participation in the relevant support programme.

12. Withdrawal of Consent to Publish Information on Support

1. If the publication of information on granted support is based on consent, the data subject may withdraw consent at any time.
2. Withdrawal of consent before the announcement of results may result in the application being left without consideration or in the inability to grant support, if transparency of results is a condition of participation in the relevant support programme.
3. Withdrawal of consent after the publication of results does not affect the lawfulness of processing carried out before the withdrawal.
4. After consent is withdrawn, the Institute may remove or restrict further publication of data, unless further processing is necessary to fulfil a legal obligation, document the course of the call, protect the rights and legal interests of the Institute, pursue claims or defend against claims.
5. The basis for publishing information on granted support is the legitimate interest of the Controller consisting in ensuring the transparency of the Fund, support programmes and the allocation of funds, as well as acceptance of the transparency rules set out in the regulations of the relevant programme.
6. If a natural person requests the erasure or restriction of publication of data identifying him or her as a beneficiary of support, the Controller will conduct an individual assessment of the request, taking into account the rights of the data subject, the purpose of transparency of results and the Institute's interest in maintaining the transparency of the Fund.
7. If the request is granted, the Controller may remove the first name and surname of the natural person from the public information on the results, while leaving information on the programme, the purpose of support, the project or publication title, and the percentage or amount of support granted.

13. Automated Decision-Making

1. Personal data will not be used for automated decision-making, including profiling.
2. Decisions concerning the granting of support, refusal to grant support or leaving an application without consideration are made in accordance with the regulations of the relevant support programmes.

14. Transfer of Data Outside the European Economic Area

1. As a rule, personal data will not be transferred outside the European Economic Area.
2. Transfer of data outside the European Economic Area may occur only where it is necessary due to the Institute's use of IT tools, hosting, postal, communication or other technical services ensuring an adequate level of data protection in accordance with the provisions of the GDPR.

3. If data are transferred outside the European Economic Area, the Institute will apply data protection mechanisms required by applicable law.

15. Changes to the Information Clause

1. The Institute may amend this information clause in the event of changes in law, changes in the manner of data processing, changes in support programmes, changes in technical tools or the need to clarify the rules for data processing.
2. The current version of the information clause is published on the Institute's website or made available together with application forms.
3. If an amendment to the clause has a material impact on data subjects, the Institute will take appropriate information measures.