

DATA TO WHICH THIS INFORMATION APPLIES

This information about the processing of personal data by the IW Textile Research Institute applies to data received:

- through electronic forms,
- under contracts with clients (contact details only), and
- by representatives of the IW Textile Research Institute in connection with purchases, sales or marketing activities (for instance, as part of business meetings or correspondence, conferences or other events, tenders, negotiations, etc.).

This information does not apply to the processing of personal data of employees and job candidates, or any data entrusted for processing under a data processing agreement.

DATA CONTROLLER, DATA CONTROLLER'S REPRESENTATIVE, DATA PROTECTION OFFICER

The controller of your personal data is IW TEXTILE RESEARCH INSTITUTE with its registered office at 5/15 Brzezińska Street, 92-103 Lodz, Poland.

CONTACT DETAILS FOR MATTERS CONCERNING PERSONAL DATA

Any inquiries or requests related to the processing of personal data by IW Textile Research Institute should be directed to us using the contact details provided below:

IW Textile Research Institute

Brzezińska 5/15

92-103 Łódź

Poland

iod@iw.lodz.pl

Tel. + 48 42 61 63 100

Fax + 48 42 67 92 638

IW Textile Research Institute may receive contact details directly from the data subject (for instance, via electronic forms or during conferences) or through other persons (e.g. from the employer, another employee or other entity with whom that person cooperates on a permanent basis).

In the case of direct contact, you will have full control over the scope of data made available to the IW Textile Research Institute .

In the case of data provided by another person, the IW Textile Research Institute usually collect only the main contact details connected with the data subject's professional activity, including: the name, surname, email address, telephone number, job title or position, company and potentially other data in accordance with the contract or order under which the contact person's personal data is being provided.

LEGAL BASIS, PURPOSE AND PERIOD OF DATA PROCESSING

Personal data are processed by IW Textile Research Institute for the purposes specified below.

For each purpose, we have provided the relevant legal basis for data processing and criteria for determining the data processing period.

I.

PURPOSE: contract performance or order execution, LEGAL BASIS: Article 6.1.b) of GDPR

PROCESSING PERIOD: the period of performing the relevant obligations and the statutory period of limitation of claims

In the case of a contract or order between you and a IW Textile Research Institute , the data provided by you will be processed for the purpose of performing that contract or executing that order and for settlement purposes.

In the case of electronic forms used to download/order a file (e.g. an e-book, demo, report, etc.), the provided data will be processed in order to deliver the ordered file and for related contact and settlement purposes.

In the case of electronic forms used to sign up for a conference, training or other event organised by a IW Textile Research Institute , the provided data will be processed in order to organise the event and for related contact and settlement purposes.

II.

PURPOSE: business contacts, LEGAL BASIS: Article 6.1.f) of GDPR

PROCESSING PERIOD: until your objection submitted under Article 21 of GDPR is granted

Contact data entered into any electronic form, made available under a contract or order, or made accessible otherwise to IW Textile Research Institute , may be processed for business contact purposes.

On this basis, representatives of the IW Textile Research Institute may contact you to present an offering of a IW Textile Research Institute 's products or services, invite you to a meeting or event organised by a IW Textile Research Institute or for other marketing purposes. You may occasionally receive information on the products, services or activities of the IW Textile Research Institute , as well as other information related to the IW Textile Research Institute 's business.

If you are a representative of a supplier or service provider, representatives of the IW Textile Research Institute may also contact you to request a business proposal, information or documents.

If this is the case, your data will be processed to pursue the legitimate interests of the controller, namely the marketing and sale of its products and services as well as building and maintaining of business relations.

You have the right to object to such processing of your personal data in accordance with the RIGHTS OF DATA SUBJECT section.

III.

PURPOSE: newsletter, LEGAL BASIS: Article 6.1.a) of GDPR

PROCESSING PERIOD: until you unsubscribe from the newsletter (withdraw consent)

If you give your consent to receiving a newsletter from the IW Textile Research Institute , your email address will be used to send you our newsletter. The newsletter will be sent to you with the frequency determined by the marketing department, so as to ensure you have access to up-to-date information on the offering and activities of the IW Textile Research Institute , and other information regarding the IW Textile Research Institute 's business.

Please note that, irrespective of your consent to receiving the newsletter, the controllers may have lawful basis to process your data for the purpose of business contacts in pursuance of their legitimate interests (in accordance with par. II).

IV.

PURPOSE: reply to your inquiry, LEGAL BASIS: Article 6.1.a) of GDPR

PROCESSING PERIOD: until you cancel your inquiry (withdraw consent)

If you fill out a contact form or submit an inquiry otherwise (for instance, by email, telephone or social networking site), then you consent to being contacted with regard to your request or inquiry. To withdraw consent, please use the contact details given in the CONTACT DETAILS FOR MATTERS RELATED TO PERSONAL DATA section. Your consent may be withdrawn at any time; its withdrawal will not, however, affect the lawfulness of data processing prior to the consent being withdrawn, but such withdrawal will result in a lack of reply to your inquiry.

V.

PURPOSE: organisation and promotion of events, LEGAL BASIS: Article 6.1.f) of GDPR

PROCESSING PERIOD: the period of performing the relevant obligations and the statutory period of limitation of claims, or until your objection submitted under Article 21 of GDPR is granted

In the case of signing up for a conference, training or any other event organised by a IW Textile Research Institute , the data provided may be transferred to other participants, speakers, hotels and other entities involved in the organisation of that event. Information on the speakers may also be made publicly available on the website, in the event app, and in promotional and conference materials.

If this is the case, your data will be processed to pursue the controller's legitimate interests, namely the performance of contracts and other obligations as well as event-based promotion.

You have the right to object to such processing of your personal data in accordance with the RIGHTS OF DATA SUBJECT section.

VI.

PURPOSE: performance of contracts or execution of orders between a IW Textile Research Institute and a third party, LEGAL BASIS: Article 6.1.f) of GDPR

PROCESSING PERIOD: the period of performing the relevant obligations and the statutory period of limitation of claims, or until your objection submitted under Article 21 of GDPR is granted

If you are indicated by your employer or other entity as a contact person, your data may be processed for the purpose of performing and settling a contract (or order) between a IW Textile Research Institute and your employer or such other entity. In this case, data processing will involve ongoing contacts related to the contract performance, preparation and retention of contract performance documents, as well as exercise and defence of any legal claims.

Your data will be processed to pursue the controller's legitimate interests, namely the safeguarding of rights, performance of contracts and receiving due compensation.

You have the right to object to such processing of your personal data in accordance with the RIGHTS OF DATA SUBJECT section.

VII.

PURPOSE: cooperation with a partner of the IW Textile Research Institute , LEGAL BASIS: Article 6.1.f) of GDPR

PROCESSING PERIOD: the period of performing the relevant obligations and the statutory period of limitation of claims, or until your objection submitted under Article 21 of GDPR is granted

If you are interested in a product or service distributed through a network of the IW Textile Research Institute 's partners, your personal data will be made available to a dedicated partner. This applies if you are a potential or existing client of a IW Textile Research Institute , and if your employer or business partner is/will be a party to a contract or order with a IW Textile Research Institute .

If this is the case, your data will be processed to pursue the controller's legitimate interests, namely the performance of contracts, business growth and development of a network of partners.

You have the right to object to such processing of your personal data in accordance with the RIGHTS OF DATA SUBJECT section.

VIII.

PURPOSE: contacts with the media and media promotion of the activities, products and services of the IW Textile Research Institute , **LEGAL BASIS:** Article 6.1.a) of GDPR

PROCESSING PERIOD: until you express a wish to discontinue contacts (withdraw consent)

In the case of journalists, editors, reporters and other persons involved in journalism, personal data will be processed for the purpose of maintaining contacts between representatives of the IW Textile Research Institute and the media, and to promote the activities, services and products of IW Textile Research Institute in the media. In particular, this may include informing the media of important events, activities, products and services, as well as achievements of the IW Textile Research Institute.

Contact with a representative of IW Textile Research Institute will be treated as consent to such contacts. If you consent to such contacts, your consent is voluntary and may be withdrawn at any time. To that end, please use the contact details given in the CONTACT DETAILS FOR MATTERS RELATED TO PERSONAL DATA section. Withdrawal of your consent will not affect the lawfulness of data processing before its withdrawal.

IX.

PURPOSE: fulfilment of the legal obligation to prepare and retain documents,

LEGAL BASIS: Article 6.1.c) of GDPR

PROCESSING PERIOD: the retention period for invoices, accounting records and documents confirming the conclusion and performance of contracts, arising from the controller's national laws.

If a contract is performed, order is executed or other service is provided to you, we will also process your personal data included in invoices, accounting records or other documents confirming the contract's conclusion and performance in order to draw up and retain the necessary documents as required by applicable laws. This applies in a situation where you are a party to the contract or order, where your employer or business partner is a party to the contract or order, or where any service (for instance hotel booking) has been provided to you.

X.

PURPOSE: confirming the fulfilment of obligations, and exercise or defence of legal claims,

LEGAL BASIS: Art. 6.1.f) of GDPR

PROCESSING PERIOD: the period of performing the relevant obligations and the statutory period of limitation of claims

Data entered into any electronic form, made available under a contract or order, or made accessible otherwise to IW Textile Research Institute may be processed for purposes related to retention of information or documents confirming the fulfilment of obligations by a IW Textile Research Institute and for the purpose of exercising or defending any legal claims by a IW Textile Research Institute . This applies in a situation where you are a party to the contract or order, where your employer or business partner is a party to the contract or order, or where a IW Textile Research Institute was required, on whatever basis, to perform a service for you or to exercise your rights.

If this is the case, your data will be processed to pursue the controller's legitimate interests, namely the safeguarding of rights, confirming the fulfilment of obligations and receiving due compensation.

You have the right to object to such processing of your personal data in accordance with the RIGHTS OF DATA SUBJECT section.

CONSEQUENCES OF FAILURE TO PROVIDE DATA

In the case of electronic forms, the provision of data is voluntary. However, if you fail to provide data marked as obligatory (required) you will not be able to submit the form and, consequently, download a file, participate in an event or subscribe to the newsletter, as the case may be.

In the case of data collected by representatives of the IW Textile Research Institute in connection with purchases, sales or marketing activities, the provision of data is fully voluntary, but

if you fail to provide data we may not be able to contact you in the future.

In the case of persons who are party to a contract or order with a IW Textile Research Institute, the provision of data necessary to perform the contract and fulfil the relevant legal obligations is a prerequisite to its conclusion and performance.

UNSUBSCRIBING FROM THE NEWSLETTER

If you consent to receiving the newsletter, your consent is voluntary and may be withdrawn at any time. To that end, please follow the instructions given in the newsletter or use the contact details contained in the CONTACT DETAILS FOR MATTERS RELATED TO PERSONAL DATA section. Withdrawal of your consent will not affect the lawfulness of data processing before its withdrawal.

If you opt out of receiving the newsletter but do not object to business contacts, we may still have grounds to contact you for that purpose (see par. II in the LEGAL BASIS, PURPOSE AND PERIOD OF DATA PROCESSING section). In order to object to such contacts, please use the contact details given in the CONTACT DETAILS FOR MATTERS RELATED TO PERSONAL DATA section.

RIGHTS OF DATA SUBJECT

Under the provisions of GDPR, you have the following rights as the data subject:

- right of access to data;

- right to rectification of data;

- right to erasure of data ('right to be forgotten');

- right to restriction of data processing;

- right to data portability;

- right to object (where the controller's legitimate interest is the basis for data processing);

- right to withdraw consent (where consent is the basis for data processing).

The exercise of these rights is subject to the conditions set out in GDPR. If your request is rejected, you will receive a reply with relevant reason for such decision.

In order to exercise your rights, please contact us as directed in the CONTACT DETAILS FOR MATTERS RELATED TO PERSONAL DATA section.

Please note that:

- the right to erasure of data and the right to restriction of data processing will only apply in cases specifically mentioned in GDPR;

- the right to data portability will only apply if the legal basis for processing is your consent or the performance of a contract;

- the controller may refuse to erase your data despite receiving such a request if one of the exceptions listed in GDPR applies, for instance if the processing is required for compliance with a legal obligation or for the establishment, exercise or defence of legal claims;

- in some cases, the controller may refuse to grant your objection to the processing of data based on the controller's legitimate interest, where there are compelling legitimate grounds for the processing which override your interests, rights and freedoms, or where there are grounds for the establishment, exercise or defence of legal claims; however, this right is not available to the controller when data is processed for direct marketing purposes (e.g. commercial communications).

As of May 25th 2018, you will have the right to lodge a complaint with the competent supervisory authority. A list of supervisory authorities in EU Member States is available at http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080

RECIPIENTS, DATA TRANSFERS TO THIRD COUNTRIES

Personal data are stored on IW Textile Research Institute.s servers, but they are remotely accessible to representatives of all IW Textile Research Institute . Therefore, please be advised that your personal data may be transferred to a non-EU country in which a IW Textile Research Institute operates.

Your data may be made available to suppliers, service providers and partners with whom IW Textile Research Institute cooperate, to the extent required to provide services to clients, maintain business contacts, pursue marketing activities, and manage the operations of IW Textile Research Institute .

If you sign up for a conference, training or other event, your data may be shared with other participants, speakers, co-organisers, hotels and other entities involved in the organisation of that event.

If personal data is transferred to a third country in respect of which no adequacy decision regarding the level of data protection has been issued by the European Commission, the IW Textile Research Institute will provide appropriate safeguards via standard data protection clauses adopted by the European Commission or the supervisory authority (in accordance with Article 46.2 c) and d) of GDPR).

Should you have any questions on the processing of your data and how to obtain a copy of standard data protection clauses, please contact us as directed in the CONTACT DETAILS FOR MATTERS RELATED TO PERSONAL DATA section.

AUTOMATED DECISION-MAKING

The data provided by you may be processed for the purpose of profiling to send you commercial and/or marketing information that is tailored to your interests and commercial or professional activity.

However, the data provided by you will not be processed for automated decision-making.

LEGAL NOTE

This Information about the processing of personal data by the IW Textile Research Institute is of a purely informational nature and is disclosed to meet the obligations arising under the General Data Protection Regulation (GDPR). This Information is copyright protected work and as such is legally protected. This document may only be used for its intended purpose and must not be reproduced or used in whole or in part for any other purposes.

Privacy Policy

1. System logs

Each visit of a User visiting IW Textile Research Institute websites is automatically registered in the server in the so-called system logs. Data saved in this way includes, among other things, date, time of the visit and the IP address. Data from the system logs are used only for purposes of server administration and for managing statistics of website visits.

2. Cookies and other similar technologies

IW Textile Research Institute websites utilizes so-called cookies, or information saved by the servers on User devices. This information can be collected every time the device is connected to the server. IW Textile Research Institute may use other similar technologies. Under our Privacy Policy, information about cookies can also refer to other similar technologies used within IW Textile Research Institute websites. Cookies usually contains the name of the server it was sent from, the time of storing them on Users devices and a unique number. Cookies may be saved on the Users device, and then be used by external suppliers of tools for monitoring traffic and activity on the website, who cooperate with IW Textile Research Institute.

Cookies are used by the majority of highly developed websites to help Users navigate their websites efficiently and perform certain functions, including:

- creating individual content viewing statistics,
- personalization of services provided within a website,
- maintaining user session,
- authentication of people using the service,
- providing users with personalized advertising content.

IW Textile Research Institute sites use the following types of cookies:

Essential Cookies, which use is essential for the running of our website services, for example to allow the use of sessions,

Functional Cookies, used to remember Users preferences on our websites. This can be anything from remembering Users mobile/classic view, last phrases typed by the User or Users preference on our website,

Analytical Performance Cookies, used to monitor the performance of our websites and how Users use it.

Cookies are not used for processing or storing personal details, they cannot be used for direct identification of a User, they do not change Users browser options or device configuration.

The User can independently determine and modify browser settings so that they will not accept cookies. If this option is selected many websites may not function properly or at all. It may be possible to set your browser to not accept cookies and ask for Users consent before each cookie used. This gives the User control over what is set on their device, however this has the drawback of slowing down the user's browsing experience.

In order to manage your cookies, please select your browser from the list below and follow the instructions:

- Internet Explorer,
- Firefox,
- Chrome,
- Opera,
- Safari.

Mobile devices:

- Android,
- Windows Phone,
- Blackberry,
- Safari.

No change in cookies configuration means they will be set by the User's devices, therefore IW Textile Research Institute will keep information regarding User devices and gain access to this information.