**EMPLOYEE PERSONAL PARTICULARS**

1. Name (names) and surname …...............................................................................................................

2. Passport and/or PESEL Number.............................................................................................................

…………………………………………………………………………………………………………………………………………………………….

3. Date of Birth...........................................................................................................................................

4. Citizenship ..

5. Domicile Address ...................................................................................................................................

…………………………………………………………………………………………………………………………………………………………….

6. Address for letters and communications (if different from the Domicile Address) …………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

7. Names and surnames and dates of birth of children in the case of the intent to take advantage of specific entitlement governed by the labour law …………………….............................................................................................................................................

…………………………………………………………………………………………………...…………………………………………………….…

8. Other personal data of an employee necessary for specific entitlement governed by the labour law …………………………………..………………………….....................................................................................................................................................................................................................................................................

9. Additional personal data if the right or obligation to disclose the same arises from the applicable law and regulations …………………………………………………………………………………………………………………………………………………………….

10. The telephone number to a person who must be notified in the case of any emergency

………………………………………………………………………………………………................................................................

11. This is to declare that the personal particulars conform to the personal identity proof with the personal identity card type …………………………………… no ……………………………………………………………………….

Issued by………………………………………………………………………………………………………………………………………………

or with another identity document………………………………………………………………………………………………………

 …..……………….....……………

 *(employee’s signature)*

**PERSONAL DATA PROCESSING DISCLAIMER**

 In conformity with the General Data Protection **Regulation (EU) 2016/679** ("GDPR") of 27 April 2016 and regarding the revoked Directive 95/46/CE, the Nencki Institute of Experimental Biology of the Polish Academy of Sciences hereby disclaims as follows:

1. The Nencki Institute of Experimental Biology of the Polish Academy of Sciences with its principal office at ul. L. Pasteura 3, 02-093 Warszawa is the administrator of your personal data.
2. The personal data administrator has appointed the Personal Data Protection Inspector for the purpose of supervision of the due personal data processing, who may be contacted via the E-mail account: iod@nencki.gov.pl .
3. Your personal data shall be processed for the purpose of fulfilling the legal obligation arising from your employment to the extent inter alia of performance of the employer’s obligations toward the National Social Insurance Institution [pol.: ZUS], the Inland Revenue Office [pol.: US], remittance of remuneration and employee benefits.
4. The personal data shall be processed pursuant to:

- Article 6 Sub-paragraph 1 letter c of the GDPR, in relations to Article 22.1 of the Act of 26 June 1974 on the Labour Code and the Labour Code-related enforcement regulations;
- Article 6 Sub-paragraph 1 letter a of the GDPR – other data including the contact details for the purpose of emergency notices, parenthood benefits entitlement - on the grounds of your consent to personal data processing;

- Article 6 Sub-paragraph 1 letter f of the GDPR, i.e., processing is indispensable for the purpose of securing the legitimate interest such as possible claim counteraction or fulfilment.

1. It is mandatory to disclose the data to the extent required by the Labour Code, the remaining data being processed upon your voluntary consent to data processing.
2. The personal data shall not be disclosed to third parties, except for cases provided for by law and related legal regulations.
3. The data shall be stored for the period of employment and for the period of time set out by law and related regulations or until your consent to personal data processing is cancelled without any prejudice to the compliance of data processing with applicable law and related regulations before the consent has been cancelled.
4. We are not using systems for automated decision making.
5. You shall have the right to access that person’s personal data, correct, delete or limit the use of that person’s personal data, raise objection toward the use of that person’s personal data, cancel your consent to personal data processing at any time without any prejudice to the compliance of data processing with applicable law and related regulations before the consent has been cancelled.
6. You shall have the right to lodge a complaint to the President of the Personal Data Protection Office.

**CONSENT TO PERSONAL DATA PROCESSING (**in regard to Point 7 of the Personal Particulars Form).

This is to consent to my personal data processing for the purpose of employee parenthood benefits. This is to declare that I have read the above Disclaimer. This is to acknowledge that this is my voluntary consent and the failure to consent will result in impossibility to obtain employee parenthood benefits.

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 *(employee’s signature)*