

General principles of operation of the Sequencing Laboratory:

1. The Sequencing Laboratory, hereinafter referred to as the Contractor, is a laboratory providing scientific and research services, subject to the supervision of the Director of the Nencki Institute of Experimental Biology, PAS.
2. The Head of the Sequencing Laboratory is responsible for its organization and operation.
3. The Sequencing Laboratory provides scientific and research services for internal users and external entities, including research, scientific and educational institutions and business entities. The costs of services for internal and external users are included in the price lists.
4. The research service valued by the Sequencing Laboratory is formulated in the form of a price offer and sent to the Service recipient. After accepting the price offer, an agreement for the provision of a research service is prepared, after which the service can be performed. Detailed conditions for the performance of the service are specified in the contract.
5. The results of the research and all rights to the results created during the performance of the research service are the sole property of the Service recipient.
6. Any fees, liabilities or claims of third parties in connection with the results generated in the course of the provision of scientific and research services, including claims for infringement of exclusive rights, shall be borne by the Service recipient.
7. Commercial use of research results, the achievement of which requires the use of technology protected by an exclusive right belonging to the Nencki Institute of Experimental Biology, PAS, requires the signing of a separate license agreement between the client and the Nencki Institute of Experimental Biology, PAS.
8. In all kinds of scientific publications (bulletins, articles, dissertations, etc.) containing data obtained in the Sequencing Laboratory, the following information should be included: "Experiments were performed in the Sequencing Laboratory of the Nencki Institute of Experimental Biology, PAS".
This information should be placed in the Materials and methods chapter or in the footer.
9. Users from the Nencki Institute of Experimental Biology, PAS and other scientific institutions are obliged to send information about all kinds of publications and conference reports, in which the data received in the Sequencing Laboratory were presented, with an annotation about the degree of involvement of the Laboratory's members (see section 8).

10. Principles of personal data protection:

The processing of personal data in the Sequencing Laboratory is carried out in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of the EU 27 from April 2016 on the protection of individuals 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 GDPR) and the Act of May 10, 2018 on the Protection of Personal Data (Journal of Laws of 2018, item 1000) and the Personal Data Protection Policy at the Nencki Institute of Experimental Biology, PAS.

Detailed rules for the processing of personal data:

- 1) The processing of personal data must be lawful, i.e. on the basis of the consent of the data subject or on the basis of an express legal provision that does not require the consent of that person. The Sequencing Laboratory does not accept orders for services in which the Service recipient has not made the data anonymous. The obligation to anonymize patient data and obtain consent to use biological material for the purposes of scientific research rests entirely with the Service recipient.
- 2) Only persons authorized by the Personal Data Administrator to process personal data have the right to access personal data and their processing in the Sequencing Laboratory. Each user of the Sequencing Laboratory is obliged to keep confidential the personal data to which he has both intentional and accidental access, methods of data protection and any information he obtained during data processing; the obligation to keep the data secret is indefinite.

I, the undersigned, _____

I declare that I have read and understood the regulations of the Sequencing Laboratory and I undertake to abide by them. Failure to comply with the regulations may result in the loss of the right to use its services.

Date _____ Signature _____