

Dear Sir or Madame,

We would like to inform you that *General Data Protection Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data* (GDPR) becomes applicable on 25th May 2018. Your personal data that you share with us acting on a behalf of the Agency is protected under the Regulation.

Your **data controllers (joint controllers)** are Consortium Partners which are engaged in implementing a research Project entitled "Optimizing Support for Innovating SMEs" funded by the European Commission within the HORIZON 2020 programme:

- **European Association of Development Agencies** having its registered office in Brussels, Avenue des Arts, 12 – Bte 7, B – 1210 Brussels, Belgium;
- **Cracow University of Technology established** in Cracow, Warszawska 24, 31-155 Cracow, Poland;
- **Linknovate Sociedad Limitada** having its registered office in Santiago de Compostela 15896, Spain.

Your personal data shared with us during the registration process **shall be used for the following purposes:**

- contacting with the Regional Development Agency that you represent;
- OaSIS project documentation and reporting.

Your personal data shall be processed lawfully according to the article 6 GDPR:

- in regards to the scope of contacting with the Regional Development Agency - processing your personal data is necessary for contacting the Agencies that are willing to participate in this research Project. Therefore processing your data is necessary for the purposes of the legitimate interests pursued by Consortium Partners - article 6 (1) point (f) GDPR.
- in regards to the scope of Project documentation and reporting: processing is necessary for compliance with a legal obligation to which the controller is subject – article 6 (1) point (b) GDPR. In particular the obligations for the Consortium Partners are established under *Regulation (EU) No 1291/2013 of the European Parliament and of the Council of 11 December 2013 establishing Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020) and repealing Decision No 1982/2006/EC.*

OaSIS Project is founded by the European Commission. As a consequence Partners are obliged to keep records and other supporting documentation in order to prove the proper implementation of the Project, to submit technical and financial reports and to submit to checks, reviews, audits and investigations carried out by European Union bodies or institutions.

Your personal data shall be kept:

- in purposes of contacting the Agency – as long as you are acting on behalf of the Agency. The Agency may provide other contact details;
- in purposes of documentation and reporting – during the Project implementation and five years after the end of the Project.

You have right to:

- request from us access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing as well as the right to data portability;
- lodge a complaint with a respective supervisory authority:
 - Belgium - Commission de la protection de la vie privée;
 - Poland - The Bureau of the General Inspector I for the Protection of Personal Data – GIODO, as from 25th May 2018 - the President of the Personal Data Protection Office- PUODO;
 - Spain - Agencia de Protección de Datos.