



TRAINING REGISTRATION FORM

Training subject:

Training Date:

First and last name of the participant:

Details of the ordering party:

Company name:

Address:

NIP (Tax ID) number:

Contact person:

Phone no.:

fax:

e-mail:

The ordering party shall ensure that trainees follow the instructions of the trainers.

I accept that the invoice shall be send in electronic form. Electronic invoice delivery address is:

.....
signature of authorized person

.....
date

.....
company stamp

Any resignation or change of participant(s) must be made in writing no later than 7 days before the scheduled training date. Failure to meet the indicated deadline will result in 100% payment of the training costs. Failure to attend the training does not relieve you of your payment obligation.

*Payments for participation in the training should be made to:
Instytut Nafty i Gazu – Państwowy Instytut Badawczy, ul. Lubicz 25 A 31-503 Kraków
Bank Pekao S.A., account number PL89 1240 2294 1978 0010 4927 6274 PKOPPLPW
with annotation: "Training topic – Participant's name or company name"*

We would like to inform you that in accordance with Article 43 (1)(26) of the Act of 11 March 2004 on the tax on goods and services (i.e. Journal of Laws of 2023, item 1570 of 7 July 2023) training services provided by research institutes are exempt from VAT.

The information clause concerning the processing of personal data on the basis of a legal obligation on the controller pursuant to Article 13 GDPR* is provided overleaf.



TRAINING REGISTRATION FORM

Information clause regarding the processing of personal data on the basis of the legal obligation imposed on the administrator for training participants, contact persons and representatives of the Ordering Party	
CONTROLLER OF PERSONAL DATA	The controller of personal data of the person completing the form and of training participants is Oil and Gas Institute – National Research Institute seated in Kraków Lubicz Street 25A (31-503), Poland, phone no.: +48 12 421 00 33, fax: +48 12 430 38 85, e-mail:office@inig.pl.
DATA PROTECTION OFFICER'S CONTACT INFORMATION	The Data Protection Officer can be contacted on all matters relating to the processing of personal data and the exercise of rights in relation to data processing by emailing daneosobowe@inig.pl or in writing to the controller's registered address.
PURPOSES OF PROCESSING AND LEGAL BASIS	<p>Personal data will be processed for the following purposes:</p> <ul style="list-style-type: none"> - conclusion and performance of the contract in connection with the organization of the training course on the basis of Article 6(1)(b) of the GDPR in relation to the parties to the contract, and Article 6(1)(f) of the GDPR in relation to persons dedicated to the performance of the contract, specifying persons authorized to represent the entity, notification of event participants, ongoing contact and cooperation related to the contract being implemented, - fulfillment of legal obligations of INiG – PIB, e.g. tax obligations, accounting obligations, archiving obligations, processing of complaints and claims, other legal obligations imposed on INiG - PIB (Article 6 (1)(c) GDPR), - the legitimate interests of the controller, including conducting the training process, issuing certificates, keeping a register of participants, pursuing or defending claims, conducting marketing activities of own products and services until an objection is raised (Article 6 (1)(f) GDPR).
CATEGORIES OF PERSONAL DATA AND THEIR SOURCE	<p>Your personal data is processed in the following scope of data indicated in the Application Form:</p> <ul style="list-style-type: none"> - in terms of the participant's data: name and surname, e-mail address, place of work, - in the scope of data of the contact person or representative: name, surname, telephone number, e-mail address, place of work. <p>Your personal data was obtained from your employer who applied for the training.</p>
RECIPIENTS OF DATA	<p>Recipients of personal data may be auditing entities, entities processing personal data on behalf of the controller (e.g. entities operating IT systems), other authorities based on legal regulations, as well as other controllers of personal data processing data on their own behalf, e.g. entities running postal or courier services, banks.</p> <p>In the case of training conducted on-line, the recipient of the data, i.e. IP, e-mail address, ID provided by the user, will be Cisco Webex.</p>
TRANSFER OF PERSONAL DATA TO A THIRD COUNTRY OR INTERNATIONAL ORGANIZATION	Your personal data will not be transferred to third countries or international organizations.
DATA RETENTION PERIOD	- Personal data will be stored for 2 years after the end of the training, and also after its completion for the time connected with the expiry of claims connected with the contract, for the time specified by tax and financial reporting regulations, and then, as far as archival materials are concerned, they will be stored for the period specified by the archival category indicated in the Uniform Material List of Files of the Oil and Gas Institute - National Research Institute, which, pursuant to art. 6 sec. 2 of the Act of 14 July 1983 on the National Archival Resources and Archives (in the current wording) prepared in consultation with the General Director of the State Archives
THE RIGHTS OF DATA SUBJECTS	<p>You are entitled to:</p> <ul style="list-style-type: none"> - the right to access data (Article 15 GDPR), - the right to obtain rectification of data (Article 16 GDPR), - the right to the erasure of data when processing does not take place in order to comply with the legal obligation or in the exercise of official authority (Article 17 GDPR), - the right to restrict processing, although separate provisions may exclude the exercise of this right (Article 18(1) GDPR), - the right to object to processing (Article 21(1) GDPR).
THE RIGHT TO LODGE A COMPLAINT WITH A SUPERVISORY AUTHORITY	You have the right to lodge a complaint with the supervisory authority responsible for personal data protection in the Member State of your habitual residence, place of work or place of the alleged infringement. In Poland, such authority is the Urząd Ochrony Danych Osobowych [Office for Personal Data Protection], ul. Stawki 2, 00-193 Warszawa.
INFORMATION ABOUT THE FREEDOM OR OBLIGATION TO PROVIDE DATA	Providing your personal data is voluntary. The consequence of not providing the data is the inability to participate in the training.
INFORMATION ABOUT AUTOMATED DECISION-MAKING, INCLUDING PROFILING	Your personal data is not subject to automated decision making, including profiling.