

# Regulations of LSI System User in National Centre of Research and Development

Developed by:	Verified by:	Approved by:
Jakub Wojtkowski	Michał Zawadzki	Fulfilling duties of Director of Centre Jacek Orzeł, /PhD/ Narodowe Centrum Badań i Rozwoju
<b>Document is supervised and published in the electronic form. This document is binding on the day of the printout. User of a counterpart is obliged to trace changes in the document after the date of the printing.</b>		

A complete scope of access to document – read out, modification, erasure, adding:

1. Content-related administrator.
2. System administrator.

## Contents

Regulations of LSI System User in National Center of Research and Development .....	1
Contents .....	1
1. Aim .....	2
2. Scope .....	3
3. General provisions .....	3
4. Technical conditions of use of the LSI system .....	4
5. Password policy .....	4
6. Procedures for commencement, suspension and termination of the operation of the LSI system.....	5
7. Information clause on the processing of personal data.....	6
8. Responsibilities of the operator and user responsibilities with regard to the processing of personal data....	8
9. Reporting of errors and incidents related to the operation of the LSI system .....	9
10. Responsibilities of the operator .....	10
11. Final provisions .....	10
12. Terminology.....	10
13. Register of changes .....	12

## 1. Aim

The aim of the document is specifying terms and conditions of using by the users of LSI system and ensuring access to current information within scope required by legal provisions, including specifying:

1. Definition of personal and administrator and his obligations and a scope of liability due to data processing in the collection;
2. Liability of the operator;
3. Defining rules of safety of information during work in the LSI system;
4. Specifying user's obligations, including obligations during personal data processing.

Provisions of law:

- Act on providing services by electronic way as of July 18, 2002;
- Act on personal data protection as of May 10, 2018;
- Directive of European Parliament and European Council (UE) 2016/679 as of April 27, 2016 concerning protection of physical individuals due to personal data processing and concerning free flow of such data and cancellation of directive 95/46/EC.

## 2. Scope

This document is sued by all users of the LSI system:

- experts;
- applicants;
- beneficiaries; contractors.

## 3. General provisions

1. RUS-LSI, specifies scope of obligations and liability of users of LSI system within safety of information. RUS-LSI is a synthesis of information covered by Policy of Information Safety NCBR, Policy of IT Systems Safety NCBR and Policy of Safety of Personal Data NCBR, regulates areas of IT security and information protection.
2. Starting work with LSI system is preceded by RUS-LSI acceptance. A user is obliged to accept RUS-LSI during first logging to LSI system. Lack of RUS-LSI acceptance shall cause logging out from LSI system and lack of possibility to continue work in LSI system. In case of RUS-LSI update, a user shall be obliged to accept the updated version. Lack of acceptance of the updated version of RUS-LSI shall cause logging out of LSI system and lack of possibility to continue work in LSI system. Information about the date and hour of submission by the user of statement on acceptance of RUS-LSI is kept in LSI system.
3. LSI system is kept and supervised by the operator.

#### 4. Technical terms and conditions of using LSI system

1. In order to use LSI system properly there are necessary:
  - a. Internet connection;
  - b. Installed internet browser:
    - Newest version of Google Chrome;
    - Newest version of Mozilla Firefox.
  - c. Starting servicing the Java Script scripts;
  - d. Switching off blocking of popping up windows in internet browser.
2. Access to application is not possible by means of Internet Explorer 8 browser or older one.
3. LSI system is available for the users 24 by safe encrypted SSL connection under address:  
<https://lsi.ncbr.gov.pl> — User panel;  
<https://lsi.ncbr.gov.pl/ekspert> — Expert panel.
4. Operator, due to implementation of the works related to the administering or modification of the functionality of the LSI system, the Operator shall have the right to temporarily suspend an access of the user to LSI system is entitled temporary to suspend the user access to LSI system for the period necessary to perform the planned works or eliminate undemanded events. Operator shall inform about planned breaks related to conducting works which are mentioned in the previous sentence, on its website under address: <http://www.ncbr.gov.pl/>.
5. User computer should have antivirus software which signatures should be updated on a current basis and the software should be permanently switched on.
6. During work with LSI system, no the user computer there should not be started any processes and services which may have a negative impact on stability of work and data saefty.

#### 5. Password policy

1. A user is obliged, on a permanent basis, to keep in secrecy the information the disclosure of which could expose NCBR to damage.
2. Passwords of the users are subject to the following rules:
  - a. Password composes of a minimum of 8 characters;  
Password must meet the complexity condition of containing an uppercase and lowercase letter, and a digit or special character (e.g. !@#);
  - b. Password must be changed minimum each 30 days;
  - c. Subsequent passwords must be different, there are remembered 6 last passwords;
  - d. Passwords should be kept in a way ensuring their confidentiality;
  - e. One is prohibited from making the passwords available to ither individuals.
3. One is prohibited from forming passwords pursuant to:
  - a. Features and personal numbers (for example dates of birth, forenames, etc.);

- b. Sequence of keyboard keys (for example qwerty, 12qwaszx),
  - c. User ID.
4. One is prohibited from forming passwords which are easy to guess.
5. User is fully liable for forming a password and its safe storing.
6. The passwords may not be disclosed in a purposeful or incidental way and should be known only to the user.
7. The passwords should not be kept in a form made available for unauthorised individuals:
  - a. In files,
  - b. On sheets of paper in the places available for third parties,
  - c. In scripts,
  - d. In other electronic and paper records, which would be available for third parties.
8. In case of unintentional disclosure of password to an unauthorized person or suspicion of its disclosure, one should immediately make a change of the password.
9. One keeps in secrecy a user password, allowing access to LSI system, also after the lapse of its validity.
10. Passwords to LSI system should not be submitted or sent by means of phone, fax, e-mail in an open form.
11. A temporary blockade of the account takes place in case of 3-times incorrect entering user name or password. The blockade takes place automatically after 15 minutes.
12. User is liable for the correctness of the data entered into LSI system.
13. One is prohibited from using LSI system with the use access data of other use.

## **6. Procedures of starting, suspension and completion of work with LSI system**

1. When starting work with LSI system one should check an overall condition of the used equipment and assess the quality (non-standard messages, etc.) of work of the device.
2. Authentication of a user takes place pursuant to the announcements of the started LSI system. A user logs on to the LSI system while using its ID and password.
3. When working with LSI system, a user is obliged to keep safety of the process. During work one should remember about the following activities:
  - a. Placing screens in a way allowing for third parties to have access to displayed information;
  - b. Blocking access to operational system by pressing keys: Logo Windows + L keys;
  - c. Using screen saver protected by password;
  - d. Logging out from LSI system each time after completion of work in LSI system.
4. A user shall be automatically logged out after 15 minutes of inactivity in LSI system. One should on a current basis record the entered data in order to avoid losing it.

## 7. Information clause concerning personal data processing

Pursuant to art. 13 section 1 and section 2 of the directive of European Parliament and European Council (UE) 2016/679 as of April 27, 2016 concerning security of physical individuals due to personal data processing and concerning free flow of such data and cancellation of the directive 95/46/EC (general directive on data protection, hereinafter referred to as "RODO"), we inform you that:

1. Within domestic, international programs, FENG program, FERS program and within the scope required for account registration and in order to maintain and LSI system development -personal data administrator is National Centre for Research and Development, ul. Chmielna 69, 00-801 Warsaw;
2. In scope of data of experts, applicants, beneficiaries and partners of PO IR program, administrator of personal data is Minister of Funds and Regional Policy, with its seat in Warsaw, 00-926, Wspólna 2/4. Minister, as personal data administrator entrusted NCBR with processing of specified personal data in due to implementation of PO IR on the terms and conditions and within purposes specified in the agreement and empowered NCBR for further entrusting the entrusted data;
3. Within data of experts, applicants and beneficiaries of the PO WER program the administrator of personal data is Minister of Funds and Regional Policy, with its seat in Warsaw, 00-926, Wspólna 2/4. Minister, as personal data administrator, entrusted NCBR with processing of specified personal data in due to implementation of PO WER on terms and conditions and for purposes specified in agreement and empowered NCBR for further entrusting the entrusted data;
4. Within scope of data of experts, applicants and beneficiaries of PO PC program the administrator of personal data is Minister of Funds and Regional Policy, with its seat in Warsaw, 00-926, Wspólna 2/4. Minister, as administrator of personal data entrusted to Centrum Projektów Polska Cyfrowa the processing of the specified personal data due to implementation of the PO PC on terms and conditions and for purposes specified in the agreement, Centrum Projektów Polska Cyfrowa entrusted the processing of personal data to NCBR as a beneficiary, to the scope resulting from the agreement on additional financing.
5. One may contact personal data inspector proper for point 1 by e-mail: [iod@ncbr.gov.pl](mailto:iod@ncbr.gov.pl).
6. One may contact personal data inspector proper for points 2-4 by e-mail: [IOD@mfipr.gov.pl](mailto:IOD@mfipr.gov.pl).
7. Within point 1, personal data is processed in order to support the process of preparation, submission and servicing the applications on additional financing of projects in contests held by NCBR, applying for additional financing of the projects on the rules in detail described in the regulations of certain contests held by NCBR, which were announced in the Bulletin of Public Information of NCBR, registration and maintenance of the account, communication with the User and servicing the Incidents, keeping database of the candidates for experts of NCBR, keeping recruitment of candidates for experts, keeping and placing on the internet website of NCBR a list of candidates for experts, participation in the selection of projects for additional financing (including holding the process of negotiation), concluding agreement on additional financing, performing of tasks related to implementation of rights and obligations of NCBR resulting from the agreement on additional financing of the project or decision on additional financing of the project due to necessary servicing of implemented by NCBR statutory tasks resulting from art. 27-45 of Act on NCBR.
8. Within point 2, personal data is processed in order to apply for the EU funds and implemented projects, in detail confirm eligibility of expenses, grant support to beneficiaries, evaluation, monitoring, control, audit, reporting and informative- promotional actions within POIR, as well as keeping recruitment of candidates for experts, keeping and placing on internet website of NCBR a list of candidates for experts and participation of experts in selection of projects implementation of rights and obligations of NCBR resulting from agreement on additional financing and evaluation of

the work of experts.

9. Within point 3, personal data is processed in order to apply for EU funds and implement projects, in detail confirm eligibility of expenses, grant support to beneficiaries, evaluation, monitoring, control, audit, reporting and informative-promotional actions within PO WER, as well as in order to hold recruitment of candidates for experts, keeping and placing on internet website of NCBR a list of candidates for experts, participation of experts in selection of projects or implementation of rights and obligations of NCBR resulting from agreement on additional financing, evaluation of the work of experts and accreditation of experts, keeping and placing on internet website of NCBR a list of candidates for experts who received accreditation, keeping evaluation.
10. Within point 4, personal data is processed in order to apply for EU funds and implement the project: "e-Pioneer - support for talented programmers for the benefit of solving identified social or economic problems", including eligibility of expenses, granting support of the subject project, evaluation, monitoring, control, reporting and informative-promotional actions within PO CP.
11. Personal data is processed to the art. 6 section 1 letter b), c) and e) RODO for the purposes specified in points 7-10 due to provisions of the Act on NCBR and Implementation Act 2014-2020 and Implementation Act the 2021-2027,
12. The provision of personal data is necessary to implement the above-mentioned aims; Not providing personal data will make it impossible to implement the above-mentioned aims.
13. Personal data shall be processed until the completion of completion of the implementation of tasks by NCBR pursuant to Act on NCBR, in the period of processing resulting from regulation of the contest and completion of the documentation archiving; Personal data shall be submitted only due starting the Account, shall be processed until the moment of the erasure of the Account.
14. The recipients of personal data may be authorities of public body and entities executing public tasks or acting to the order of bodies of public authorities, in the scope and for purposes which result from legal provisions, entities providing services necessary for implementation of tasks by NCBR, including: research companies implementing on the order of the Managing Institution or Intermediation Institution or beneficiary, evaluation tests within Operation Programs serviced by NCBR and specialized by companies implementing on the order of Managing Institution or Intermediation Institution or beneficiary controls and audits within Operational Programs serviced by NCBR and controls within compliance of the processing of the entrusted for processing personal data with the RODO, suppliers of training platform. The data may also be submitted to IT partners, entities implementing technical support or organisational support, in detail NCBR+ sp. z o. o. with its seat in Warszawa;
15. Entitled to you the right in relation to NCBR is: demand of access to your personal data, its correction, erasure or limitation of processing, objection against processing as well as right to transfer data. As concerns the implementation of rights, one may contact the inspector of personal data under mail address indicated in point 5 or point 6 above;
16. You are entitled to bring in complaint to President of the Personal Data Protection Office or to other supervisory authority, in detail in a member state of its ordinary stay, its place of work or place of commitment of the alleged infringement in case of deeming administrator of personal data infringed provisions on personal data protection due to processing of your data by personal administrator;
17. Personal data shall not be submitted to a third country;
18. Personal data is not subject to automated taking decision, including profiling.

## 8. Obligations of operator and user within personal data processing

1. Personal data is subject to protection, pursuant to the provisions of the directive of European Parliament and European Council (EU) 2016/679 as of April 27, 2016 concerning protection of physical individuals and concerning free flow of such data and cancellation of directive 95/46/EC and the Act on Personal Data Protection as of May 10, 2018.
2. User is obliged to observe provisions of the above-mentioned directive and Act, which are mentioned in point 1 above.
3. All users are obliged to keep in secrecy the processed data and information on the way and place of securing it.
4. All users processing personal data are obliged to keep due diligence in order to protect the interest of the individuals whose data relate to and in detail one should observe that the data is:
  - a. Processed pursuant to law, reliably and transparent way for person whose data it relates to ("compliance with law, reliability and transparency");
  - b. Collecting for specific, explicit and legally grounded purposes and not processed hereinafter in a way incompliant with these purposes; further processing for archive purposes in public interest, for scientific, historical or statistical purposes due to Article 89 section 1 RODO is incompliant with primary purposes ("limitation of purpose");
  - c. Adequate, proper or limited to which is necessary for the purposes for which it is processed ("data minimizing");
  - d. Proper and in case of need updated, one should take up all the grounded actions so as personal data, which is improper in the light of the purposes of the processing, is immediately erased or corrected ("regularity");
  - e. Stored in a form allowing for identification of a person whose data relate to, for the period not longer than it is necessary for the purposes for which the data is processed; personal data may be stored for longer period unless it is processed only for the archiving purposes in the public interest, for scientific, historical or statistical purposes to Article 89 section 1 RODO, with the reservation that there shall be implemented proper technical and organisational means required pursuant to RODO ("limitation storage");
  - f. Processed in a way ensuring proper security of personal data, including protection against unallowed or incompliant with law processing and incidental loss, destruction or damage, by means of proper technical or organisational means ("integrity and confidentiality").

## 9. Reporting errors and incidents related to functioning of the LSI system

1. Users of LSI system are obliged to report the noticed errors and incidents related to functioning of LSI system to the coordinator of contest by sending e-mail onto address indicated in information on contest published on: [www.ncbr.gov.pl](http://www.ncbr.gov.pl).
2. While sending mail with information about error, one should provide:
  - a. Its login, forename and surname, and contact data;
  - b. Date and hour of occurrence of error;
  - c. Type and version of website browser on which there appeared error;
  - d. At least one screenshot depicting the described error;
  - e. Detailed error description;



3. Coordinator of Contest reports errors and incidents in section 1 in the Helpdesk application.
4. Lack of any of the information provided in section 2 may result in rejection of report.
5. In case of infringement or suspicion of safety of personal data, information must be reported into address: [iod@ncbr.gov.pl](mailto:iod@ncbr.gov.pl).

## **10. Liability of the operator**

1. Operator is not liable for damages occurred due to using LSI system incompliant with the rules of RUS-LSI.
2. Operator is not liable for damages occurred due to use of LSI system or due to improper operation of LSI system caused by errors, deficiencies, disruptions, defects, delays within data transmission, computer viruses, failure of internet connections, or due to badly configured workstation of user and malware installed on a workstation of user.
3. Operator endeavours in order to ensure a continuous and full availability of LSI system however it does not guarantee 100% availability.
4. Operator is not held liable for lack of access to LSI system due to reasons independent from the operator.
5. The access and using LSI system is free of charge.

## **11. Final provisions**

1. Operator is entitled to unilaterally change of wording of RUS-LSI.
2. In case of changes of RUS-LSI, operator shall place a wording of new RUS-LSI in LSI system.
3. RUS-LSI comes into force on the moment of its publishing in LSI system.
4. User is obliged to learn RUS-LSI.

## 12. Terminology

<b>Personal Data Administrator</b>	Physical or legal person, public authority, unit or other entity which independently or jointly with others sets up aims and ways of personal data processing.
<b>Content-related Administrator</b>	Owner of a network resource, application or collection of personal data.
<b>System administrator</b>	A person is liable for supervising and maintenance of IT or tele-IT system.
<b>Personal data</b>	Any information about identified or possible to identify physical person. A person possible to identify is a physical person whose identity may be directly or indirectly identified, especially pursuant to ID such as forename and surname, ID number, data about location, internet ID or one or a couple of special factors specifying physical, physiological, genetic, psychic, cultural or social ID of a physical person.
<b>Expert</b>	Specialist having know-how within a certain field who cooperates with the Center pursuant to the framework agreement on cooperation. The agreement and additional guidelines came into force by means of order of Director of Narodowe Centrum Badań i Rozwoju no. 108/2016 as December 29, 2016 concerning rules of cooperation with experts of Narodowe Centrum Badań i Rozwoju.
<b>Incident</b>	Single event or series of undemented or unexpected events related to safety of information which create a significant probability of disruption of business actions and threaten the safety of information (pursuant to norm PN-ISO/IEC 27002).
<b>NCBR</b>	Narodowe Centrum Badań i Rozwoju.
<b>Operator</b>	Narodowe Centrum Badań i Rozwoju with its seat at 69 Chmielna Street, 00-801 Warsaw, operating pursuant to the Act on Center.
<b>Processing</b>	Operation performer on personal data in an automated or unautomated way, for example collecting, consolidation, organizing, ordering, storing, adapting or modifying, downloading, browsing, using, disclosing by sending, disseminating or other type of making available, fitting or merging, limiting, erasing or destroying.
<b>RUS-LSI</b>	Regulation of LSI System User.
<b>LSI system</b>	Local IT System of NCBR, which supports process of preparation, submission, serving applications on additional financing and supervision over financing and performance of projects within the agreements. LSI system comprises modules used for specific user groups e.g. Generator for Applications, Panel Expert, etc.
<b>User</b>	Physical person, legal person or organisational entity not having a legal personality, which has registered account in LSI system, including experts, applicants, performers and beneficiaries.

<b>Applicant</b>	Entity applying for additional financing of the project, which submits an application in LSI system.
<b>Performer</b>	Applicant chosen by means of a contest with whom Director of NCBR concluded agreement on performance and financing of the project.
<b>Beneficiary</b>	Entity specified in the Art. 2 section 1 of Implementation Act 2014-2020 and Implementation Act 2021-2027.
<b>PO IR</b>	Smart Growth Operational Programme 2014-2020.
<b>FERS</b>	European Funds for Social Development Program 2021-2027.
<b>FENG</b>	European Funds for Modern Economy Program 2021-2027.
<b>PO WER</b>	Know-how Education Development Program 2014 - 2020.
<b>PO PC</b>	Polska Cyfrowa Operational Program 2014-2020.
<b>Act on NCBR</b>	Act as of April 30, 2010 on Narodowe Centrum Badań i Rozwoju.
<b>2014-2020 Implementation Act</b>	Act of July 11, 2014 on rules of implementation of programs within cohesion policy financed in 2014-2020.
<b>2021-2027 Implementation Act</b>	Act as of April 28, 2022 on rules of implementation of financial tasks from European funds in 2021 – 2027.
<b>RODO</b>	Directive of European Parliament and European
<b>Council (UE)</b>	2016/679 as of April 27, 2016 concerning protection of physical individuals due to personal data processing and concerning free flow of such data and cancellation of directive 95/46/WE (general directive on data protection) (Wording of significance for EOG) (Dz.U.U.E.L. as of 2016 no. 119, page 1 as amended).

*In the content of the document the given terms are underlined not applicable to abbreviations.*

### 13. Register of changes

No.	Date	Description	Refers to page(s)	Introducing the change
1	29/12/2022	Update of the Terms and Conditions	4-8; 11-12	Jakub Wojtkowski
2	21/07/2023	Update of the Terms and Conditions	6, 7, 12	Jakub Wojtkowski