

## **Annex No. 1**

### **Information clause for the Tenderer/Contractor/Mandatar/Contracting Party being a natural person conducting economic activity, including a partner of a civil-law partnership.**

According to art. 14 (1) and 14 (2) of the Regulation (EU) 2016/679 of the Regulation of European Parliament and of the Council (EU) 2016/679 of 27th April 2016 on protection of natural persons 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 – hereinafter referred to as „GDPR”), ORLEN Oil Sp. z o. o. inform that:

1. The data controller within the meaning of Art. 4 (7) of GDPR submitted for the needs of conclusion and execution of the Contract is ORLEN Oil Sp. z o. o. with its main office at: ul. Elbląska 135, 80 - 718 Gdańsk.
2. ORLEN Oil Sp. z o. o. has appointed a Data Protection Officer who can be contacted in all matters concerning the processing of personal data and the exercise of rights related to the processing of personal data via e-mail address: daneosobowe@orlenoil.pl, or in writing, at the following address: ORLEN Oil Sp. z o. o. ul. Elbląska 135, 80-718 Gdańsk, with a note „Inspektor Ochrony Danych”/”Data Protection Officer”.
3. Your personal data are processed for the following purposes:
  - a) establish cooperation, conclusion and performance of the agreement to which you are a party,
  - b) fulfilment of the legal obligations of ORLEN Oil Sp. z o. o. under the legal provisions, in particular the obligations under tax and accounting law, the obligations of the obliged institution under the Prevention of Money Laundering and Financing, the obligations related to prevent fraud and irregularities related to anti-corruption laws or other provisions result from the specificity of the Agreement,
  - c) verification of data correctness and timeliness, the reliability of business partners of ORLEN Oil Sp. z o. o. or persons related to the contractor, including business history research, legal and financial situation to protect the economic and legal interests of ORLEN Oil Sp. z o. o.,
  - d) care for security of ORLEN S.A against fraud and irregularities regarding anti-corruption, including fraud detection and prevention, preventing conflicts of interest in business processes, maintaining high ethical standards,
  - e) establishing or maintaining business relationships, including appropriate correspondence or telephone contact,
  - f) conducting internal business analyses related to servicing contractors, terms of current business cooperation or the possibility of its development,
  - g) handling, pursuing and defence of claims,
4. The legal grounds for the processing by ORLEN Oil Sp. z o. o. of your personal data for the purpose defined in item 3 above include:
  - a) conclusion and performance of the Agreement and taking action on demand of a person whose data is being processed prior to the conclusion of the Agreement (in compliance with Article 6(1)(b) of the GDPR) for the purposes defined item 3 point a,
  - b) fulfilment of legal obligations imposed on ORLEN Oil Sp. z o. o. (in compliance Article 6(1)(c) of the GDPR) to ensure compliance with the law, regulations and sectoral guidelines,
  - c) legitimate interest of ORLEN Oil Sp. z o. o. (in compliance with Article 6(1)(f) of the GDPR), for the purposes indicated in item 3 point c-g.
5. Your personal data comes directly from you or publicly accessible registers (the National Court Register, the Central Register and Information on Economic Activity and other), the Internet pages kept by you for the purposes of business activity and from entities implementing on behalf of ORLEN Oil Sp. z o. o. services for the development and delivery of economic information in digital form in order to supplement / update data or verify it.
6. Your personal data may be disclosed by ORLEN Oil Sp. z o. o. to entities cooperating with it (recipients) in the performance of the Agreement, companies from the ORLEN Capital Group in the event that it is necessary to achieve the purposes of processing referred to in item 3, entities providing IT services, services in the scope of invoicing, settlement of liabilities, delivery of correspondence and shipments, advisory service, legal services, debt recovery services, archiving services and personal and property protection services.
7. The provision of personal data is voluntary but necessary for the establish cooperation, conclude and perform of the Agreement and achieve the purposes set out in item. 3 above.
8. Your personal data processed under the Agreement shall be stored for the duration of the Agreement. After this period, ORLEN Oil Sp. z o. o. will store your personal data, if ORLEN Oil Sp. z o. o. is obliged by law, for the period specified by law and in order to protect our legitimate interests, until the expiry of mutual claims arising from the Agreement. In the case of data processing on the basis of a legitimate interest, the data are processed for or a period enabling the implementation of this interest or submit an effective objection to data processing.
9. In connection with the processing of your personal data you have the following rights:
  - a) the right to access the content of your data,
  - b) the right to require rectification of your personal data,
  - c) the right to require erasure of your personal data or limitation of processing,

**Annex No. 1**

**Information clause for the Tenderer/Contractor/Mandatar/Contracting Party being a natural person conducting economic activity, including a partner of a civil-law partnership.**

d) the right to data portability,

e) the right to object, in the event your personal data are processed by ORLEN Oil Sp. z o. o. on the basis of its legitimate interest; the objection may be made due to a special situation.

You can send a request regarding the implementation of the above-mentioned rights by e-mail: daneosobowe@orlenoil.pl or in writing to the address indicated in item 1 with additional information „Inspektor Ochrony Danych”.

10. You have the right to file a complaint with the President of the Office for Personal Data Protection.