**Appendix 4**

**Information concerning personal data protection for persons indicated as business contacts in agreements concluded with Gas Transmission System Operator GAZ-SYSTEM S.A.**

|  |  |
| --- | --- |
|  | **Why do we need your personal data?**  We collect your personal data as it is necessary **to maintain business contacts** in connection with the execution and performance of a contract with the entity that has indicated you as the contact person for the purposes of the performance of that contract. |
|  | **Who do we share the data with?**  The recipients of the data may include:   * our employees or associates, * members of GAZ-SYSTEM’s corporate bodies, * entities authorised under the applicable laws (in particular courts, state authorities, institutions), * entities providing services to GAZ-SYSTEM on the basis of concluded agreements, in particular entities providing IT and new technology services, postal and courier services, document destruction and archiving, accounting and financial services or personal and property protection services to GAZ-SYSTEM. |
|  | **Do we transfer data to third countries or international organisations?**  We do not transfer personal data to any third country or international organisation that does not ensure their appropriate protection. |
|  | **What is the legal basis for the processing?**  The legal basis for the processing of your personal data is Article 6(1)(f) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the 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 the “GDPR”, which means, in this case, that your personal data are necessary to maintain business contacts in connection with the execution and performance of the contract with the entity that has indicated you as the contact person for the contract Performance. |
|  | **How long will we process the data?**  The personal data will be processed for the period necessary to maintain contacts related to the execution and performance of the contract, as well as for the period necessary to store such contract for archiving purposes. |
|  | **Where did we obtain the data?**  We obtained your personal data from the entity with which we executed the contract and which indicated you as the contact person with respect to the performance of the contract. |
|  | **What data categories do we process?**  The following categories of personal data are currently being processed:   * Basic data (for identification purposes), * Contact details (to enable contact by mail, telephone or e-mail), |
| **Obraz zawierający obiekt  Opis wygenerowany przy wysokim poziomie pewności** | **Do we make automated decisions, including profiling?**  We do not make automated decisions, including profiling, based on personal data. |
|  | **What are your rights?**  You have the right to:   * have access to personal data, i.e. the right to obtain information about what data are processed, how and for what purpose, * rectification, i.e. to request the data update if it turns out that incorrect data have been collected or the data are no longer up to date, * deletion of personal data, i.e. to request that all or a part of the personal data be deleted. If the request is justified, we will immediately delete the data, * restriction of the processing, i.e. to request that the processing of the data is limited to their storage. The processing restriction may be revoked after the circumstances justifying the processing restriction cease to exist, * object to the processing, , i.e. to stop the processing of personal data for the purpose indicated above, if in your opinion we have violated your rights in connection with the processing of the provided data, * lodge a complaint against us to the President of the Office for Personal Data Protection (Prezes Urzędu Ochrony Danych Osobowych) if they believe that the processing of your personal data violates the law. |
|  | **Contact – Where to exercise your rights or get more information?**  The controller of your personal data shall be **Operator Gazociągów Przesyłowych GAZ-SYSTEM S.A. with its registered office in Warsaw** at ul. Mszczonowska 4, 02-337 Warszawa. You can exercise your rights (or obtain more information) by communicating with us through:    rodo@gaz-system.pl |