INFORMATION CLAUSE
for persons representing the Contractor[1], designated for contact or cooperating with the Contractor in the conclusion and performance of contracts with ORLEN Serwis S.A.

Who is the controller of your personal data?
The controller of your personal data is ORLEN Serwis S.A., with its registered office in Płock, ul. Chemików 7. Contact phone numbers: +48 (24) 256 67 76, +48 (58) 308 74 82.

How can you contact the Data Protection Coordinator?
You can write to the following e-mail address: daneosobowe.serwis@orlen.pl or by post to ORLEN Serwis S.A. with the note “Data Protection Coordinator”. More information is available at www.serwis.orlen.pl under the “Contact” section.

What data do we process?
Depending on the type of cooperation:
- name and surname,
- job title and function,
- business phone number and e-mail address,
- PESEL number (Polish national identification number),
- information about authorizations and qualifications.

For what purpose do we process the data?
The data is processed in order to:
- perform contracts with Contractors (e.g. contact, verification of authorizations, qualifications and declarations, issuing powers of attorney, correspondence exchange, proper performance of the contract, control, settlement of the contract, maintaining confidentiality and occupational health and safety),
- pursue and defend claims,
- fulfill legal obligations (e.g. resulting from the Anti-Money Laundering Act, construction law, EU regulations).

On what legal basis do we process the data?
- the legitimate interest of ORLEN S.A. (Article 6(1)(f) of the GDPR),
- legal obligations (Article 6(1)(c) of the GDPR).

Who may have access to your data?
The data may be transferred to companies within the ORLEN Group and other cooperating entities, participants in procurement processes, and entities such as IT, courier, security, OHS, legal, advisory, or archiving service providers.

How long do we process the data?
The data is processed for the time necessary to achieve the purposes and fulfill legal obligations. It may be stored longer only if required by law.

What are your rights?
You have the right to:
- access your data,
- rectify, delete or restrict the processing of your data,
- object (if the data is processed based on legitimate interest),
- lodge a complaint with the President of the Personal Data Protection Office.

Requests can be sent to: daneosobowe.serwis@orlen.pl or by post with the note “Data Protection Coordinator” to the registered office address of LOTOS Serwis S.A.

[1] Bidder/Contractor/Service Provider/Supplier