INFORMATION CLAUSE
for a Contractor[1] who is a natural person or conducting business activity, including a partner in a civil law partnership

Who is the controller of your personal data?
The controller of your 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 Officer?
You can write to the email 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:

- first and last name,
- contact details (address, phone number, email),
- PESEL or NIP number,
- data regarding business activity,
- data from public registers (KRS, CEIDG),
- data concerning legal and financial status,
- other data necessary for contract execution.

For what purpose do we process the data?
Data is processed in order to:

- establish cooperation, conclude and perform a contract,
- fulfill legal obligations (e.g., tax, accounting, anti-money laundering, anti-fraud and anti-corruption),
- verify data and contractor credibility,
- ensure security and high ethical standards,
- conduct correspondence and business contacts,
- analyze cooperation and development opportunities,
- pursue and defend claims,
- conduct marketing of ORLEN Serwis S.A. services.

On what legal basis do we process the data?

- conclusion and performance of a contract (Art. 6(1)(b) GDPR),
- legal obligations (Art. 6(1)(c) GDPR),
- legitimate interest of ORLEN Serwis S.A. (Art. 6(1)(f) GDPR).

Where do we obtain your data from?
The data was provided directly by you or comes from public registers (KRS, CEIDG), websites, or entities providing information services to ORLEN Serwis S.A.

Who may have access to your data?
Data may be shared with:

- companies within the ORLEN Group,
- entities cooperating in the performance of the contract,
- companies providing IT, advisory, legal, debt collection, archiving, security, invoicing, and correspondence delivery services.

Is providing data mandatory?
Providing data is voluntary but necessary for concluding and performing the contract and for the purposes listed above.

How long do we process the data?
Data is processed for the duration of the contract and after its termination – for the period required by law or until claims expire. If processed based on legitimate interest – until it is fulfilled or an effective objection is raised.

[1] Bidder/Service Provider

What are your rights?
You have the right to:

- access your data,
- rectify, delete, or restrict processing,
- data portability,
- object (if 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.