**Personal data protection clause of ORLEN OIL Sp. z o.o. for employees and persons representing the counterparty to the Contract**

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 adress: ORLEN OIL Sp. z o. o. ul. Elbląska 135, 80-718 Gdańsk, with a note „Inspektor Ochrony Danych”/”Data Protection Officer".
3. The collected personal data, including the following categories of data: identification data (e.g. name and surname, data disclosed in public registers), contact data (e.g. business e-mail address, business phone number, the company of the entity represented) shall be processed for purposes related to conclusion and performance of the Contract, its processing and any potential exercise of or opposition to claims resulting from it, as well as in relation with performance of legal obligations of ORLEN OIL Sp. z o. o.
4. The legal basis for processing of the personal data of the other Party by ORLEN OIL Sp. z o. o. for the purposes indicated above is:

1) fulfilling legal obligations of ORLEN OIL Sp. z o. o. pursuant to Art. 6 (1c) of the GDPR related to:

a) tax and accounting regulations,

b) compliance with requests from law enforcement authorities and for the purposes of judicial proceedings, in the event of a request for data from the relevant authorities,

2) legal interest of ORLEN OIL Sp. z o. o. pursuant to Art. 6 (1f) of the GDPR, including:

a) conclusion and implementation of the Contract between the Parties,

b) archiving as part of fulfilment of the legally justified interest consisting in safeguarding information in the event of a legal need to prove facts, as well as for the purpose of possible determination, investigation or making claims or defence against claims.

1. The personal data received from the other Party may be transferred to the following categories of recipients:

1) other data processors processing the personal data at the ORLEN OIL Sp. z o. o. request, including processors handling IT systems to be applied for the needs of the Contract, providing accounting, archiving and maintenance services,

2) entities providing services to ORLEN OIL Sp. z o. o. , including courier and postal companies (in connection with the necessity of making the notifications specified in the Contract), legal and financial advisers and auditors of ORLEN OIL Sp. z o. o. (in connection with the provision of consulting services on the conclusion, execution, and enforcement of claims under this Contract),

whereby such processors shall process the data based on an agreement concluded with ORLEN OIL Sp. z o. o. and solely according to its instructions. Data may be also made available to entities authorised for that purpose based on law, including tax administration authorities.

1. The data shall be processed during the performance of the Contract, and after its termination, during the statute of limitations period concerning claims made under the Contract as well as the period provided for in legal regulations, including accounting regulations and regulations concerning financial reporting.
2. Each person whose data are exchanged between the Parties in relation to conclusion and performance of the Contract shall have the right to access their data as well as the right to demand that they are rectified or deleted or their processing limited and the right to object to the data processing due to that person’s special situation in case ORLEN OIL Sp. z o. o. processes the data based on its legitimate interest. Such an objection may be sent at any time to the following e-mail address: daneosobowe@orlenoil.pl or by mail to the address: ORLEN OIL Sp. z o. o. ul. Elbląska 135 80-718 Gdańsk with a note „Inspektor Ochrony Danych”/”Data Protection Officer".
3. Each person shall have also the right to lodge a complaint to a supervisory authority (in Poland: to the President of the Office of Personal Data Protection), if they consider that the processing of their personal data violates the applicable provisions on the personal data protection.
4. The provision of personal data is mandatory for the processing purposes carried out on the basis of a legal obligation of ORLEN OIL Sp. z o. o.
5. The personal data will not be subjected to profiling nor automated decision-making.