



INFORMATION CLAUSE

for a Contractor¹ 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 S.A., with its registered office in Płock, ul. Chemików 7. Contact phone numbers: (24) 256 00 00, (24) 365 00 00, (22) 778 00 00.

How can you contact the Data Protection Officer?

You can write to the email address: daneosobowe@orlen.pl or by post to ORLEN S.A. with the note "Data Protection Officer". More information is available at www.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, or applicable national equivalent (Personal ID)
- data regarding business activity,
- data from public registers (KRS, CEIDG),
- data concerning legal and financial status,
- data required for legal, financial and sanction verification of the Contractor,
- 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,
- assess the legal, financial and sanction credibility of Contractors in order to protect the economic and legal interests of ORLEN S.A., including ensuring the security of economic transactions and compliance with applicable sanction regulations, as well as by assessing the risk of cooperation. To achieve the above objective, personal data is co-administered by companies belonging to the ORLEN Group. Detailed information on the rules of co-administration is available at www.orlen.pl in the "Personal data" tab.
- ensure security and high ethical standards,
- conduct correspondence and business contacts,
- analyze cooperation and development opportunities,
- pursue and defend claims,
- conduct marketing of ORLEN S.A. products and 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 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 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,

¹ Bidder/Service Provider/ Contractor/Recipient/Supplier

- 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.

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@orlen.pl or by post with the note "Data Protection Officer".