



INFORMATION CLAUSE

for persons representing the Contractor¹, designated for contact or cooperating with the Contractor in the conclusion and performance of contracts with ORLEN S.A.

Who is the controller of your personal data?

The controller of your personal data is ORLEN S.A., with its registered office in Płock, ul. Chemików 7. Contact phone numbers: +48 24 256 00 00, +48 24 365 00 00, +48 22 778 00 00.

How can you contact the Data Protection Officer?

You can write to the following e-mail 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:

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

¹ Bidder/Contractor/Service Provider/Supplier



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,
- 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 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,
- 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.

¹ Bidder/Service Provider

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".