

Information clause
for members of the bodies, proxies or attorneys who represent the
Tenderer/Contractor/Service Recipient/Contracting Party/Supplier*
and staff members who are contact persons or persons who cooperate with the
Tenderer/Contractor/Service Recipient/Contracting Party/Supplier*
during the conclusion and performance of agreements for the benefit of ORLEN
Południe S.A.

(Fulfillment of the information obligation under Articles 13(1) and (2), 14(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the 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: GDPR)

1. ORLEN Południe S.A., headquartered in Trzebinia, 32-540 Trzebinia, Fabryczna 22, informs that it is the administrator of your personal data. Phone numbers to contact the data administrator: (+48) 24 201 00 00, (+48) 24 201 00 01.
2. The following e-mail address shall be used to contact the Data Protection Officer at ORLEN Południe S.A.: rodo.poludnie@orlen.pl. The Data Protection Officer may also be contacted in writing, at the address of the registered office of ORLEN Południe S.A., as indicated in item 1, with the note: "Data Protection Officer" ["Inspektor Ochrony Danych"]. Data pertaining to the Data Protection Officer is also available at the website www.orlenpoludnie.pl in the tab "Contact" ["Kontakty"].
3. If your personal data was not provided to us directly by you, it was provided to ORLEN Południe S.A. by** - an entity cooperating with ORLEN Południe S.A. or intending to cooperate with ORLEN Południe S.A. and constitute, depending on the type of cooperation, data necessary to represent a legal entity, contact data, data contained in documents in your possession confirming your rights, experience or constituting a product of agreement execution. Your provision of personal data is voluntary, but necessary for the establishment of cooperation, conclusion and performance of the agreement, and fulfillment of the purposes specified in item 4 below.
4. Depending on the type of cooperation, your personal data may be processed by ORLEN Południe S.A. for the following purposes:
 - a) in the case of contractors who are natural persons, entrepreneurs conducting business (including a partner in a civil partnership) and representatives or proxies of commercial companies and business entities conducting business in other legal forms - in order to take actions related to the conclusion and execution of the relevant business agreement,
 - b) to perform the obligations arising from the agreement with ORLEN Południe S.A., to which the entity indicated in item 3, in particular to verify statements made by the entity indicated in item 3, including confirmation of powers of representation, qualifications of persons indicated for the performance of the agreement, contact in the performance of the agreement, exchange of correspondence, issuance of powers of attorney to represent ORLEN Południe S.A., proper performance of the agreement, control, settlement of the agreement, maintaining of confidentiality rules and occupational health and safety,
 - c) handling, pursuing, and defending against any potential claims, including claims between you and ORLEN Południe S.A. or between ORLEN Południe S.A. and the entity indicated in item 3;
 - d) fulfillment of legal obligations incumbent on ORLEN Południe S.A., in particular the obligations of an obliged institution under the Act of March 1, 2018 on the prevention of money laundering and terrorist financing (the "AML" Act), obligations under tax and accounting law, obligations related to the prevention of fraud and irregularities related to anti-corruption legislation, as well as the prevention of fraud and conflicts of interest in business processes, construction law or other regulations arising from the specifics of the agreement being performed.
5. Depending on the type of cooperation, the legal basis for the processing of your personal data by ORLEN Południe S.A. for the purposes indicated in section 4 above shall be:
 - a) in the case of contractors who are natural persons, the conclusion and performance of an agreement (pursuant to Article 6(1)(b) of the GDPR) to which you are a party;
 - b) legally justified interest of ORLEN Południe S.A. (pursuant to Article 6(1)(f) of the GDPR) consisting in enabling proper and effective performance of the agreement between ORLEN Południe S.A. and the entity indicated in item 3,

- c) legally justified interest of ORLEN Południe S.A. (pursuant to Article 6(1)(f) of the GDPR) consisting in enabling the handling, investigation and defense in the event of claims between ORLEN Południe S.A. and you or between ORLEN Południe S.A. and the entity indicated in item 3,
 - d) fulfillment of legal obligations (pursuant to Article 6(1)(c) of the GDPR) incumbent on ORLEN Południe S.A., in particular, the obligations of an obliged institution under the Act on prevention of money laundering and financing of terrorism of March 1, 2018 (the "AML" Law), obligations under tax and accounting law, obligations related to the prevention of fraud and irregularities related to anti-corruption legislation, as well as the prevention of fraud and conflicts of interest in business processes, construction law or other regulations resulting from the specific nature of the agreement being executed.
6. The scope of personal data processed by ORLEN Południe S.A. depends on the scope and subject of cooperation and on the person's function, and may include such data as: name and surname, position, function held, business telephone number, business e-mail address, contact details, address of residence, company name and mailing address, identity document number, PESEL number, date and place of birth, information on authorizations and qualifications held.
 7. Your personal data may be disclosed by ORLEN Południe S.A. to entities cooperating with it (recipients), including entities in the ORLEN Capital Group (based on agreements for the implementation of services, cooperation, centralization of processes e.g. debt collection, granting trade credit), entities participating in purchasing processes, entities providing IT services, accounting services, settlement of receivables, delivery of correspondence and parcels, services for protection of persons and property, services ensuring occupational health and safety, consulting, legal, archiving, debt collection, granting trade credit, insurance. Personal data may be disclosed by ORLEN Południe S.A. to entities cooperating with it in the event that this is necessary for the implementation of the purposes of processing referred to in item 4, on the basis of agreements concluded. Personal data may also be disclosed to administrative authorities and other entities to which ORLEN Południe S.A. is obliged to provide data on the basis of applicable law.
 8. Your personal data shall be processed for the period necessary to pursue the legitimate interests of ORLEN Południe S.A. and to fulfill the obligations arising from provisions of law. The data processing period may be extended only if and to the extent required by law or for the purpose of pursuing legitimate interests, including until the expiration of mutual contractual claims.
 9. You have the following rights related to the processing of personal data:
 - a) the right of access to your data;
 - b) the right to rectification of personal data;
 - c) the right to erasure of personal data or restriction of its processing;
 - d) right to data transfer
 - e) the right to object – in cases where ORLEN Południe S.A. processes your personal data on the basis of its legitimate interests; an objection may be raised due to special circumstances.You may send your requests pertaining to the exercise of the foregoing rights to the following email address: rodo.poludnie@orlen.pl or to the registered office address of ORLEN Południe S.A., as indicated in item 1, with the note "Data Protection Officer" ["Inspektor Ochrony Danych"].
 10. You have the right to lodge a complaint with the President of the Personal Data Protection Office.
 11. The personal data shall not be provided to a third country or an international organization.
 12. Your personal data will not be subject to automated decision-making, including profiling.