

## **Information on the processing of personal data intended for those using the contact form**

### **I. Personal Data Controller**

The controller of your personal data within the meaning of Article 4 point 7 of the Regulation (EU) 2016/679 of the European Parliament and of the Council dated 27 April 2016 on the protection of natural persons in relation 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 "the GDPR"), is LOTOS Upstream sp. z o.o. with its registered office in Gdańsk, at ul. Elbląska 135

The Controller can be contacted:

- a) in writing by sending correspondence to the following address: **LOTOS Upstream sp. z o.o. ul. Elbląska 135 80-718 Gdańsk** with the note **"Personal data protection"**
- b) via the e-mail address [odo@lotosupstream.pl](mailto:odo@lotosupstream.pl)

### **II. Purposes of personal data processing**

Your data will be processed for the purpose of contacting you and replying to your message.

### **III. Legal basis for processing personal data**

The legal basis for the processing of your personal data for the purposes indicated above is the legitimate interest of LOTOS Upstream sp. z o.o. in accordance with Article 6(1)(f) of the GDPR, which consists in providing answers to incoming inquiries.

### **IV. Sharing personal data**

Your personal information may be shared with the following categories of recipients:

- a) entities processing personal data on commission of LOTOS Upstream sp. z o.o., including inter alia servicing IT systems used for the purposes specified above, providing archiving and maintenance services,
- b) entities providing services to LOTOS Upstream sp. z o.o. including legal advisors and auditors,

however, such entities process data on the basis of a contract with LOTOS Upstream sp. z o.o. and exclusively in accordance with its instructions. Data may also be made available to entities authorized under the law.

### **V. Data retention period**

Your personal data will be stored for a period of 1 year from the date of the message.

### **VI. Rights of data subjects**

You are entitled to:

- (a) the right to access the content of your data and to receive a copy of it,
- b) the right to rectify (amend) your data,
- (c) the right to erasure and restriction of processing of personal data,
- d) The right to object to the processing of personal data on grounds relating to the particular situation of the data subject in the case where LOTOS Upstream sp. z o.o. processes data on the basis of its legitimate interest.

To exercise the above rights, please contact the data controller. Contact information is indicated above.

Moreover, you have the right to lodge a complaint to the President of the Office for Personal Data Protection (to the address of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw), in the case that the processing of personal data violates the applicable provisions on personal data protection.

### **VII. Information on data requirements**

Providing personal information is voluntary, however if you do not provide it, your application cannot be processed.

### **VIII. Information about personal data profiling**

Your personal data will not be profiled and will not be used for automated decision-making.