

**Information on the processing of personal data intended for  
data subjects making a request concerning the exercise of rights  
arising from Articles 15 to 22 of the GDPR**

**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 personal data will be processed in order to consider your requests concerning your personal data, within the scope of exercising your rights under Articles 15 -22 of the GDPR.

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

The legal basis for processing your personal data for the purposes indicated above is:

- a) the fulfillment of legal obligations incumbent on LOTOS Upstream Sp. z o.o. pursuant to Article 6(1)(c) of the GDPR, relating inter alia to the fulfillment of requirements arising from Articles 15-22 of the GDPR,
- b) legitimate interest of LOTOS Upstream in accordance with Article 6(1)(f) of the GDPR, including archiving which is the realization of a legitimate interest in securing information in the event of a legal need to prove facts, as well as for the purposes of possible determination, investigation or defence against claims, in connection with Article 5(2) GDPR.

**IV. Sharing personal data**

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

- a) 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 courier and postal companies (in connection with correspondence regarding the fulfillment of your requests), legal advisors, and auditors,
- however, such entities process data on the basis of a contract with LOTOS Upstream Sp. z o.o. and only in accordance with her instructions. Data may also be made available to entities authorized under the applicable law.

**V. Data retention period**

Your personal data will be processed for a period of 3 years calculated from the date of transferring by LOTOS Upstream Sp. z o.o. a response to your request. In case LOTOS Upstream Sp. z o.o. has received more requests from you concerning different cases, each of the applications is treated individually, and therefore the period of personal data processing is calculated for each of the received applications separately.

**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. You may object at any time by sending correspondence in electronic form or in writing to the addresses indicated above.

To exercise the above rights, please contact the data controller or the personal data protection inspector. 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 data is voluntary, however without providing your personal data, it will not be possible to process your requests concerning your personal data.

**VIII. Information about personal data profiling**

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