

## **Personal data protection clause intended for the Contractor and persons representing the Contractor used in the Contract**

1. The Parties as independent data administrators shall make personal data of their representatives and of other persons related to execution of the Contract mutually available for the purpose of execution of the Contract, depending on the needs resulting from stipulations of this Contract, including the following data categories: identification data (i.e. name, surname, position), contact data (i.e. company e-mail address, company telephone number, work location).
2. The Parties shall be obliged to inform persons listed in p. 1 about the need to transfer their data as required for the purpose of Agreement execution, thus meeting the information obligation on behalf of the other Party, including information regarding the purpose and scope of data provision, as well as about the source of the obtained personal data, not later than one month after acquisition of personal data or during the first communication with the affected person.
3. Each of the Parties shall be obliged to secure personal data by undertaking required technical and organisational measures required according to effective legal regulations related to personal data protection, and shall be responsible for damage related to personal data processing.
4. The personal data administrator as understood according to art. 4 p. 7 of the Regulation of European Parliament and of the Council (EU) 2016/679 of 27th April 2016 on 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 referred to as „GDPR”), for data transferred to Grupa LOTOS S.A. for the purpose of entering and executing the Contract is Grupa LOTOS S.A. with its registered main office located at: ul. Elbląska 135, 80-718 Gdańsk.
5. Grupa LOTOS S.A. designated a personal data Inspector, who can be contacted at the e-mail address: iod@grupalotos.pl or in writing, at the following address: Grupa LOTOS S.A. ul. Elbląska 135 80-718 Gdańsk with a note „Inspektor ochrony danych”/”Data Protection Inspector”.
6. The collected personal data shall be processed for purposes related to Contract entering and execution, its handling and potential claims or defending claims related to the Contract, as well as to meet legal obligations of Grupa LOTOS S.A.
7. The legal basis for processing of personal data of the other Party by Grupa LOTOS S.A. for the aforementioned purposes includes:
  - a) fulfilment of legal obligations of Grupa LOTOS S.A. according to art. 6 p. 1 ch. c of GDPR, related i.e. to:
    - tax regulations and accounting regulations,
    - execution of requests issued by enforcement agencies and for the purpose of court proceedings, if a request to disclose data is issued by the relevant authorities,
  - b) legally justified interest of Grupa LOTOS S.A. according to art. 6 p. 1 lit. f of GDPR, including:
    - Contract execution between the Parties,
    - archiving as execution of a legally justified interest comprising protection of information for the legal need of proving facts, as well as for the purpose of any examination, raising of or defence against any claims.
8. Personal data received from the other Party may be transferred to the following categories of recipients:
  - a) entities processing personal data on the order of Grupa LOTOS S.A., including i.e. operators of IT systems used for the purpose of Contract execution, providing accounting, archiving and servicing services,
  - b) entities providing services to Grupa LOTOS S.A., including courier companies and postal companies (in relation to the necessity of sending notifications specified in the Contract), legal and financial advisers and auditors of Grupa LOTOS S.A. (in relation to the provision of advisory services during entering and execution of claims resulting from the Contract),  
wherein such entities process data according to contracts entered into with Grupa LOTOS S.A. and only according to its instructions. Data may also be provided to entities authorised by law, including tax agencies and authorities.
9. Data shall be processed throughout the period of Contract execution and after Contract termination, for a period related to expiry of claims related to the Contract and for a period of time reserved in legal regulations, including tax regulations and financial reporting regulations.
10. Each of the persons, personal data of whom are made available by and between the Parties in relation to signing and execution of the contract, shall have the right to access their data and to correct, remove, limit processing of such data and to raise objections based on reasons related to their special circumstances, if Grupa LOTOS S.A. processes data on the basis of its legally justified interests. Such an objection may be expressed at any time, to

the electronic mail address [iod@grupalotos.pl](mailto:iod@grupalotos.pl) or in writing, to the address: Grupa LOTOS S.A. ul. Elbląska 135, 80-718 Gdańsk with a note „Data protection inspector”.

Each and every person shall also have the right to report a complaint to the President of the Personal Data Protection Agency (at the address of Personal Data Protection Agency, ul. Stawki 2, 00-193 Warsaw) if they believe their personal data is processed in contravention of the applicable personal data protection regulations.

11. Provision of personal data is voluntary, however, a refusal to provide personal data may render entering the Contract impossible.
12. Personal data shall not be profiled and used in automated decision making.