

# Information on the processing of personal data for persons entering the area of Grupa LOTOS S.A.

## I. Personal data controller

The Administrator of personal data, within the meaning of Article 4.7 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons in relation to personal data processing and on the unconstrained flow of such data and repealing Directive 95/46/EC (General Data Protection Regulation – hereinafter referred to as the “GDPR”) is Grupa LOTOS S.A. with its registered office: ul. Elbląska 135, 80-718 Gdańsk. The controller can be contacted by phone: +48 509 86 86 00 or by letter sent to the following address: Grupa LOTOS S.A. ul. Elbląska 135, 80-718 Gdańsk.

## II. Data Protection Officer

Grupa LOTOS S.A. designated a Data Protection Officer on any matters related to personal data processing and exercise of the rights related to personal data processing, who can be contacted at the e-mail address: iod@grupalotos.pl or in writing, to the following address: Grupa LOTOS S.A. ul. Elbląska 135 80-718 Gdańsk with a note „Inspektor Ochrony Danych”/”Data Protection Officer”.

## III. Purposes of personal data processing

Your data will be processed for the purpose of:

- a) issuing a personal pass to enter the premises of Grupa LOTOS S.A. and maintain the register of offences on the area of Grupa LOTOS S.A.,
- b) protection of persons and property, production control and ensuring safety on the premises of Grupa LOTOS S.A. (through the applied video monitoring). The area covered by video surveillance is: the area of the Grupa LOTOS S.A. production plant, including entrance / entry gates, designated buildings and rooms as well as parking lots.

## IV. Legal basis for personal data processing

The legal basis for the processing of personal data by Grupa LOTOS S.A., for the above mentioned purposes is the legitimate interests by the controller pursuant to Article 6.1. (f) of the GDPR, which is to ensure the security on the premises of Grupa LOTOS S.A.

## V. Disclosure of personal data

Your personal data may be transferred to:

- a) companies of the Grupa LOTOS S.A. Capital Group,
- b) entities processing personal data on the order of Grupa LOTOS S.A., including i.e. LOTOS Ochrona Sp. Z o.o. and operators of IT systems used for the purpose referred to above, providing accounting, archiving and servicing services,
- c) entities providing services to Grupa LOTOS S.A., including legal advisers and auditors of Grupa LOTOS S.A., wherein such entities process data according to contracts entered into with Grupa LOTOS S.A. and only according to its instructions.

## VI. Data storage period

Your personal data will be stored for 10 years from the last recorded entry into Grupa LOTOS S.A. or longer in the case of imposition of sanctions resulting from the internal regulation of the Administrator. The video monitoring records are kept for a period not exceeding 1 month from the date of recording, and in the case of data used for production control purposes, for a period not exceeding 3 months.

## VII. 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 erasure and restriction of processing of personal data,
- c) the right to erase and restrict the processing of their 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, 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 or in writing, to the address: Grupa LOTOS S.A. ul. Elbląska 135, 80- 718 Gdańsk with a note „Data Protection Officer”.

In order to exercise your rights, please contact the data controller or the Data Protection Officer. The contact details are provided 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.

**VIII. Information on the requirement to provide data**

Provision of personal data is voluntary. In case of a failure to provide personal data, the entrance to the premises of Grupa LOTOS S.A. will not be possible.

**IX. Personal data profiling**

Personal data will not be profiled and will not be used for the automated decision-making