

**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 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 e-mail address: lotos@grupalotos.pl, phone: +48 801 345 678 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 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.

IV. 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 Grupa LOTOS S.A. 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 Grupa LOTOS S.A. 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.

V. Sharing personal data

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

- a) entities processing personal data on commission of Grupa LOTOS S.A., including inter alia servicing IT systems used for the purposes specified above, providing archiving and maintenance services,
- b) entities providing services to Grupa LOTOS S.A. including legal advisors and auditors, however, such entities process data on the basis of a contract with Grupa LOTOS S.A. and exclusively in accordance with its instructions. Data may also be made available to entities authorized under the law.

VI. Data retention period

Your personal data will be processed for a period of 3 years calculated from the date of transferring by Grupa LOTOS S.A. a response to your request. In case Grupa LOTOS S.A. 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.

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 rectify (correct) 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, 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 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.

IX. Information about personal data profiling

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