

Due to Regulation 2016/679 of 27 April 2016 of the European Parliament and of the Council of Europe (EU) on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46 /EC (General Data Protection Regulation - hereinafter referred to as GDPR), Orlen VC Sp. z o.o. informing you that:

1. The administrator of your personal data, which are processed in accordance with the regulations, is the ORLEN VC Sp. z o.o., st Bielańska 12, 00-085 Warszawa,
2. ORLEN VC Sp. z o.o. has appointed a Data Protection Supervisor, which you can contact via e-mail: iod.ovc@energa.pl or by correspondence to the address ORLEN VC Sp. z o.o. (1);
3. PURPOSES AND BASIS FOR PROCESSING PERSONAL DATA - Depending on the relationship we have with you and your role, your data will be processed:
 - a) If you are a natural person entered in the national court register (member of an organisation, proxy) or an attorney representing a bidder/contractor or a client cooperating with us - your data will be processed for the following purposes:
 - to take action before concluding the Agreement, perform it, maintain business contact in connection with the implementation of this Agreement, which is in accordance with Article 6 (1)(b) of the GDPR;
 - to fulfill our legal obligations resulting from regulations, including among others: tax law provisions, the Accounting Act in connection with the settlement of the Agreement, provisions for the protection of the environment, human life and health, the Act on counteracting money laundering and financing terrorism, construction law provisions, which is in accordance with Article (1)(c) of the GDPR;
 - to maintain the rules of confidentiality, service, reporting and archiving documentation, investigation and defense in the event of mutual claims, which are implemented based on the Administrator's legitimate interests pursuant to Article 6 (1)(f) of the GDPR;
 - b) if you are a natural person, including a person conducting business activity subject to entry into CEIDG and/or a partner in a civil law partnership, personal data will be processed for the following purposes:
 - to take the necessary actions to conclude and perform the Agreement to which you are a party and to maintain contact in connection with the implementation of this Agreement, which is in accordance with Article 6 (1)(b) of the GDPR;
 - to fulfill legal obligations resulting from the provisions of among others: tax and accounting law in connection with the settlement of the Agreement, provisions for the protection of the environment, human life and health, the Act on counteracting money laundering and financing terrorism, construction law provisions, which is pursuant to Article 6 (1) (c) of the GDPR;
 - to maintain the rules of confidentiality, service, reporting and archiving documentation, investigation and defense in the event of mutual claims, which are implemented based on the Administrator's legitimate interests pursuant to Article 6 (1)(f) of the GDPR;
 - c) If you are a member of the staff of contractors or clients cooperating with us (the person indicated for contact or performance of the Agreement), then personal data will be processed for the following purpose:
 - performance of obligations arising from the Agreement concluded with us, in particular: verification of statements made by the Party to the Agreement, including confirmation of the qualifications of persons indicated for the implementation of the Agreement; ensuring contact during the performance of the Agreement, exchange of correspondence, issuing powers of attorney to represent (if necessary); maintaining the rules of confidentiality, handling, reporting and archiving documentation, investigation and defense in the event of mutual claims, which are implemented on the basis of the Administrator's legitimate interests pursuant to Article 6 (1)(c) of the GDPR.
4. We have obtained Your personal data directly from You or from your employer or contractor/subcontractor.
5. Providing personal data is voluntary, but necessary depending on the type of cooperation for the conclusion and implementation of the Agreement or representation of a legal person, contact, confirmation of entitlement or experience, and in the field of implementation of the law is mandatory.
6. The scope of personal data received and processed may include: name, surname, position or function, business phone number, fax number, business e-mail address, necessary identification

data in the case of a power of attorney, data contained in your documents confirming your qualifications or experience, data on the profession, business activity, participation in a civil partnership, employment with the Employer / entity that you represent or on behalf of and for which the Agreement is performed.

7. The recipients of personal data may be:
 - entities of the Orlen Group,
 - entities providing legal services,
 - entities providing correspondence,
 - entities providing IT services in the field of maintaining systems used by the Administrator, including e-mail,
 - entities providing service and technical support for devices used by the Administrator,
 - entities providing documentation archiving and destruction services,
 - public authorities or entities authorized to obtain data on the basis of applicable law, e.g. courts, law enforcement authorities, customs authorities, the Energy Regulatory Office, UOKiK, UKE or state institutions, when they make a request, based on an appropriate legal basis.
8. Personal data will not be transferred to third countries.
9. Personal data will not be subject to automated decision-making, including profiling.
10. The period during which personal data will be processed for the purposes set out in point 3 will be determined based on the following criteria:
 - in the scope of performance of the Agreement: its validity period, after this time the data will be processed for the period required by law and archiving documentation or for the time necessary to establish, pursue or defend in the event of mutual claims;
 - in the scope of fulfilling the legal obligations incumbent on the Administrator, the data will be processed for the period of fulfilling these legal obligations, and after this period for the period resulting from the provisions of generally applicable law;
 - in the scope of the legitimate interests of the Administrator, the data will be processed for a period not longer than until the positive consideration of your objection to the processing of personal data.
11. In connection with the processing of your personal data you have the following rights:
 - access to personal data and request a copy thereof,
 - rectification (correction) of personal data,
 - requests to limit the processing of personal data,
 - deletion of personal data, if there are no exclusion grounds indicated in Article 17 (3) GDPR,
 - data transfer,
 - to object to the processing of personal data.
12. You can send a request regarding the implementation of the above-mentioned rights by writing to the address indicated in item 1 with additional information „Inspektor Ochrony Danych”.
13. You may file a complaint with the President of the Personal Data Protection Office.