**Information clause for the Tenderer/Contractor/Mandatary/Contracting Party being a natural person conducting economic activity, including a partner of a civil-law partnership**

1. ORLEN Serwis S.A. with its registered office in Płock, ul. Chemików 7 informs that its the controller of your personal data. Contact phone numbers to the controller: (24) 256 67 76.
2. You can contact the Data Protection Inspector in ORLEN Serwis S.A. by e-mail to: [daneosobowe.serwis@orlen.pl](mailto:daneosobowe.serwis@orlen.pl)
3. Your personal data are processed for the following purposes:
   * 1. taking actions aimed at conclusion and performance of an agreement to which you are a party,
     2. handling, pursuing and defending mutual claims, if any,
     3. fulfilment of the legal obligations of ORLEN Serwis S.A., including in particular the obligations of the obliged institution, under the Prevention of Money Laundering and Financing Terrorism Act of 1 March 2018.
4. The legal grounds for the processing by ORLEN Serwis S.A. of your personal data for the purpose defined in Section 3 above include:
   * 1. taking actions aimed at conclusion and performance of the agreement (in compliance with Article 6(1)(b) of the GDPR) to which you are a party;
     2. fulfilment of legal obligations (Article 6(1)(c) of the GDPR) connected with payment of taxes, including maintaining and storing books of account and documents connected with maintaining books and storage of proofs. The legal grounds for the processing of personal data are the legal obligations under the tax provisions (the Tax Code, the Goods and Services Tax Act, the Corporate Income Tax Act) and accounting provisions (the Accounting Act), fulfilment of the obligation as the Obliged Institution under the Prevention of Money Laundering and Financing Terrorism Act.
     3. legitimate interest of ORLEN Serwis S.A. (in compliance with Article 6(1)(f) of the GDPR), for the purpose of marketing its own products and services, handling, pursuing and defending mutual claims, if any;
5. Your personal data may be disclosed by ORLEN Serwis S.A. to entities cooperating with it (recipients), in particular entities providing services in the scope of invoicing, settlement of liabilities, delivery of correspondence and shipments, legal services, debt recovery services and archiving services.
6. Your personal data are processed for the term of the agreement and the period stipulated in legal provisions in force, but not shorter than the expiry of mutual claims arising from the agreement.
7. The provision of personal data is voluntary but necessary for the conclusion and performance of the agreement.
8. In connection with the processing of your personal data you have the following rights:

* the right to access the content of your data,
* the right to require rectification of your personal data,
* the right to require erasure of your personal data or limitation of processing;
* the right to data portability, i.e. the right to receive from ORLEN Serwis S.A. your personal data in a structured, commonly used and machine-readable format. You may send the received data to another controller or request ORLEN Serwis S.A. to send your data to another controller. However, this request may only be met by ORLEN Serwis S.A where technically feasible. The right to data portability may be only exercised with regard to the data processed under an agreement concluded with you,
* the right to object, in the event your personal data are processed by ORLEN Serwis S.A. on the basis of its legitimate interest; the objection may be made due to a special situation by e-mail to daneosobowe.serwis@orlen.pl or in writing to the address of the registered office of ORLEN Serwis S.A with additional information “Inspektor Ochrony Danych”.

1. You may file a complaint with the President of the Personal Data Protection Office.