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, (24).
2. You can contact the Data Protection Officer in ORLEN Serwis S.A. by e-mail to: daneosobowe.serwis@orlen.pl. You can also contact the Data Protection Officer in writing to the address of the registered office of ORLEN Serwis S.A., indicated in item 1, with additional information “Administrator Ochrony Danych” (Data Protecion Officer).
3. Your personal data, provided to ORLEN Serwis S.A. by ..............\*\*, an entity cooperating with ORLEN Serwis S.A.or intends to cooperate with ORLEN Serwis S.A.,include, depending on the type of cooperation, necessary data to represent the legal person, data included in the documents confirming your authorisations or experience, held by you.
4. Your personal data may be processed by ORLEN Serwis S.A., depending on the type of cooperation, for the following purposes:
   * 1. performance of the obligations under an agreement concluded with ORLEN Serwis S.A., whose party is / will be, the entity indicated in item 3, in particular for the purpose of verification of the declarations made by, the entity indicated in item 3, including confirmation of the power of representation, the qualifications of the persons designated for the performance of the agreement, contact in the course of the performance of the agreement, exchange of correspondence, granting powers of attorney for representation of ORLEN Serwis S.A., control of proper performance of the agreement, settlement of the agreement, compliance with the principles of confidentiality and occupational health and safety,
     2. handling, pursing and defence of claims, if any, including claims between you and ORLEN Serwis S.A. or between ORLEN Serwis S.A. and the entity indicated in item 3.
     3. fulfilment of legal obligations imposed on ORLEN Serwis S.A., including in particular the obligations of the obliged institution under the Prevention of Money Laundering and Financing Terrorism Act, the Construction Law, he Regulation of the European Parliament and of the Council on market abuse or other provisions result from the specificity of the Agreement.
5. The legal grounds for the processing by ORLEN Serwis S.A. of your personal data, depending on the type of cooperation, for the purposes defined in Section 4 above include:
   * 1. legally justified interest of ORLEN Serwis S.A. (pursuant to Article 6(1)(f) of the GDPR) in order to enable correct and effective performance of the agreement concluded between ORLEN Serwis S.A. and the entity indicated in item 3,
     2. fulfilment of legal obligations (in compliance with Article 6(1)(c) of the GDPR) imposed on ORLEN Serwis S.A.
6. Your personal data may be disclosed by ORLEN Serwis S.A. to entities cooperating with it (data recipients), in particular entities providing IT services in the scope of delivery of correspondence and shipments, protection of persons and property, assurance of occupational health and safety, consulting services, legal services and archiving services.
7. Your personal data are processed for the periodnecessary for implementation of legitimate interest of ORLEN Serwis S.A. and performance of obligations under the legal provisions. The data processing period may be extended only in the instances and to the extent as are provided for by the law.
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 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 You can send a request regarding the implementation of the above-mentioned rights by e-mail: [daneosobowe.serwis@orlen.pl](mailto:daneosobowe.serwis@orlen.pl) or in writing to the address indicated in item 1 with additional information „Administrator Ochrony Danych”.

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