

1. The controller of your personal data is ORLEN S.A., with its registered office at ul. Chemików 7, Płock, Poland ("ORLEN S.A."). The data controller can be contacted at the following telephone numbers: (24) 256 00 00, (24) 365 00 00, (22) 778 00 00.
2. The Data Protection Officer at ORLEN S.A. can be contacted at the following e-mail address: daneosobowe@orlen.pl.
The Data Protection Officer may also be contacted in writing at the address of ORLEN S.A. registered office, indicated in point 1, with the note "Data Protection Officer". Data on the Data Protection Officer are also available on the www.orlen.pl website in the "Contacts" tab.
3. Your personal data is processed for the following purposes:
 - a) answering your queries sent to **Local Community Relations Officer** ORLEN S.A. by email, contact form or traditional letter.
 - b) handling, enforcing and defending any mutual claims.
4. The legal basis for the processing of your personal data for the purposes specified in Section 3 above is:
 - a) your consent to the processing of personal data in the application (Article 6(1)(a) of the GDPR);
 - b) legitimate interests of ORLEN S.A. (Article 6(1)(f) of the GDPR), i.e. maintaining contact with you as well as handling, enforcing and defending any potential mutual claims;
5. Your personal data may be disclosed by ORLEN S.A. to entities cooperating with it (recipients) if it is necessary to achieve the purposes of processing referred to in point 3 and to entities providing IT services, delivery of correspondence and parcels, consulting, legal and archiving.
6. Your personal data is processed for the period necessary to process and consider the application, until the consent is withdrawn, as well as until the mutual claims expire.
7. Providing personal data is voluntary, but necessary to respond to your application.
8. You have the following rights related to the processing of your personal data:
 - right to access your data,
 - right to have your personal data rectified,
 - right to have your personal data erased or to restrict its processing,
 - right to data portability, i.e. the right to receive your personal data from ORLEN S.A. in a structured, commonly used and machine-readable format. You may transmit, or may request that ORLEN S.A. transmit, your data to another controller. However, ORLEN S.A. will do so only if such transmission is technically feasible. The right to transfer personal data only applies to data processed based on registration;
 - right to object where ORLEN S.A. processes your personal data on grounds of its legitimate interests; objections on grounds relating to your particular situation may be sent to the

following email address: daneosobowe@orlen.pl or to the address of ORLEN S.A. registered office, marked 'Data Protection Officer'.

- the right to withdraw your consent to the processing of your personal data at any time. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal

You may send a request regarding the exercise of the above-mentioned rights to the e-mail address of elektronicznej:daneosobowe@orlen.pl or the address of the registered office of ORLEN S.A. indicated in point 1 with the note "Data Protection Officer".

9. You have the right to bring a complaint to the President of the Data Protection Authority