

ORLEN Petrobaltic S.A. information clause on the policy of personal data processing in relation to entrance control and video surveillance

ORLEN Petrobaltic S.A., in order to ensure the safety of persons present on the premises and in the facilities administered by the company and to protect property, conducts video surveillance. The grounds, facilities and rooms under video surveillance are marked with information boards or pictograms. ORLEN Petrobaltic S.A. undertakes to secure personal data by means of appropriate technical and organisational measures required by the applicable legal provisions on the protection of personal data, and shall be held liable for any damage caused on the occasion of processing of personal data.

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter: GDPR), please note that:

- 1) The controller of your personal data (DC) is ORLEN Petrobaltic S.A. with its registered office at ul. Stary Dwór 9 in Gdańsk, entered in the Register of Entrepreneurs of the National Court Register kept by the District Court Gdańsk-Północ in Gdańsk 7th Commercial Division of the National Court Register under KRS number 0000171101 (hereinafter: ORLEN Petrobaltic)
- 2) Our contact details: e-mail address petrobaltic@lotospetrobaltic.pl, correspondence address: 80-758 Gdańsk, ul. Stary Dwór 9.
- 3) ORLEN Petrobaltic has appointed a Data Protection Officer. This is a person whom you may contact in all matters concerning the processing of your personal data and the exercise of your rights in relation to the processing of your personal data. The Data Protection Officer (DPO) can be contacted at e-mail address: iod.lpb@energa.pl or by correspondence to the address of ORLEN Petrobaltic referred to in 2) with the note "Inspektor ochrony danych" ["Data Protection Officer"]. Data Protection Officer details are also available on: https://www.lotos.pl/2293/poznaj_lotos/nasze_spolki/lotos_petrobaltic/inspektor_ochrony_danych_iod.
- 4) Personal data:
 - a. in the form of image shall be processed in accordance with Article 6(1)(f) of the GDPR and on the basis of Article 22² of the Labour Code,
 - b. identification data (name, personal identification number, vehicle registration number, company name) shall be processed in accordance with Article 6(1)(f) of the GDPR and in accordance with Article 6(1)(c) of the GDPR, in order to pursue the legitimate interests of ORLEN Petrobaltic, relating to the protection of property and ensuring safety on the premises and in the facilities used by ORLEN Petrobaltic, in particular:
 - to ensure the safety of persons (employees, customers, contractors, guests), to protect ORLEN Petrobaltic property and to ensure that information the disclosure of which could compromise ORLEN Petrobaltic is kept confidential;
 - to establish, assert or defend claims under the law;
 - to respond to entitled state authorities in ongoing proceedings relating to incidents in the surveilled areas.
- 5) Recipients of personal data may include:
 - state authorities and public institutions entitled to obtain personal data pursuant to the applicable legal provisions, for instance courts, prosecuting authorities or state institutions, when they make a request, based on the relevant legal basis;
 - individuals who request their personal data, point out their legitimate interest, and whose request is granted;
 - Parent Company in the ORLEN Group and other entities in the ORLEN Group, for the purpose of exercising its rights or under the agreements binding ORLEN Petrobaltic and these entities;
 - the insurance company with which ORLEN Petrobaltic has concluded an insurance contract;
 - trade union organisations within the scope of the generally applicable legislation;
 - entities providing occupational health and safety and fire protection services;
 - entities providing service and maintenance of devices used by ORLEN Petrobaltic;
 - entities delivering correspondence;
 - entities providing document shredding services;
 - entities providing legal services.

ORLEN Petrobaltic may entrust your personal data to suppliers of services or products acting on its behalf on the basis of an agreement for entrustment of personal data processing, requiring such entities to pursue business on the documented instructions of ORLEN Petrobaltic, provided that your personal data is not disclosed, and is protected and maintained.
- 6) Your personal data shall not be transferred to third countries.
- 7) The processing of your personal data shall not be used to make decisions automatically and shall not be used for profiling.
- 8) The period of personal data processing is contingent on the purpose of the data processing, i.e., data shall be processed for the period of:
 - in the case of surveillance, maximum 45 days;
 - in the case of entrance records, maximum 10 years;
 - until the final termination of proceedings where the processed personal data may be or shall be evidence in a case;
 - with regard to legitimate interests, data shall be processed until the statute of limitations for claims expires or until an objection to the processing is lodged.
- 9) Please take note of your right to:
 - access your personal data and request a copy of such data (if the performance of this right does not infringe other persons' laws), whereas ORLEN Petrobaltic may request the data subject to provide additional information in order to specify the request;
 - erase the data, if there are no grounds for exemption as mentioned in Article 17(3) of the GDPR;
 - request to restrict the processing of your data, although separate provisions may exclude the performance of this right, including the cases referred to in Article 18(2) of THE GDPR (the right to restrict processing shall not apply in relation to storage, in order to

ensure the exercise of legal remedies or to protect the rights of another natural or legal person, or on important grounds of public interest of the European Union or of a Member State);

- object to the processing of personal data;

The rights can be exercised by contacting ORLEN Petrobaltic (item 2) or the DPO (item 3) in writing or by e-mail.

- 10) You have a right to lodge a complaint with the President of the Personal Data Protection Office, against the processing of your personal data, at: Urząd Ochrony Danych Osobowych, ul. Stawki 2, 00-193 Warszawa or electronically. Detailed information on how to lodge a complaint is available on the office's website www.uodo.gov.pl