

**Information clause directed to the persons renting rooms for employees/commercial rooms in
Petrochemia Hotel in Płock, ul.3go Maja 33**

Pursuant to Articles 23(1) and (2) of 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 (General Data Protection Regulation) (the „GDPR”), please be informed that.

1. ORLEN S.A. with its registered office in Płock, ul. Chemików 7 is the controller of your personal data processed in connection with your stay/rental of hotel rooms in Petrochemia Hotel.

2. You can contact the Data Protection Office in ORLEN S.A. by e-mail to: daneosobowe@orlen.pl

3. Your personal data are processed for the following purposes:

- a) Conclusion and performance of the Agreement, to which this information clause constitutes a separate declaration,
- b) Handling, pursuing and defending mutual claims, if any.

4. The legal grounds for the processing by ORLEN S.A. of your personal data for the purpose defined in Section 3 above include,

- a) The performance of the Room Rental Agreement (in compliance with Article 6(1) of the GDPR), to which you are a party,
- b) The fulfilment of legal obligations (in compliance with Article 6(1)c of the GDPR), under generally applicable legal provisions in force
- c) The legitimate interest of ORLEN S.A. (in compliance with Article 6(1)(f) of the GDPR, for the purpose of handling, pursuing and defending mutual claims, if any

5. Your personal data may be disclosed by ORLEN S.A. to the entities cooperating with it (recipients) on the basis of the data processing agreements, in compliance with applicable legal provisions in force related to personal data protection.

6. Your personal data are processed for the term of the Agreement and until the expiry of mutual claims arising from this Agreement

7. In connection with processing of your personal data you have the following rights”

- The right to require access to the content of your data
- The right to require rectification of your personal data.
- The right to require restriction of the processing of your personal data
- The right to data portability, i.e. the right to receive from ORLEN S.A. your personal data in a structured, commonly used and machine-readable format. However. This request may be met by ORLEN S.A. where technically feasible.
- The right to object, in the event personal data are processed by ORLEN S.A. on the basis of its legitimate interest.

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