

## General privacy rules

We would like to inform you that your data may be processed by phone or e-mail. Below you will find detailed information about the processing of your personal data.

1. The administrator of personal data provided by you is NGL Wiater sp.k. with its registered office at 61B Koszykowa Street; 00-667 Warsaw, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court for the Capital City of Warsaw, 12th Commercial Division under KRS number: 0000743361, holding NIP number: 7010837602, REGON number: 380929827, hereinafter referred to as NGL.
2. In all matters relating to the protection of personal data, including in order to exercise your rights, you can contact us electronically at the address: [GDPR@nglservices.pl](mailto:GDPR@nglservices.pl).
3. Your personal data will be processed by NGL:
  - a) in order to take action prior to the conclusion of the contract, the conclusion of the contract itself, acceptance and handling of complaints;
  - b) in order to pursue legitimate interests related to the need to deal with other events and matters that NGL is obliged to perform, including replies to inquiries sent and maintaining further contact;
  - c) for other purposes related to the conducted business activity, including the realization of legitimate interests related to the need to assert claims related to the realized contracts and provided services;
  - d) on the basis of consent - for the purposes indicated in the content of the consent.
4. The personal data provided may be transferred to the following cooperating entities on the basis of agreements entrusting data processing, including subcontractors of provided services, providers of ICT services, technical equipment, as well as companies from the NGL capital group.
5. Personal data will be stored for the time necessary to settle the reported case or event, but not longer than for one year, for the duration of the contract, and in the case of consent to the processing of personal data, until its withdrawal, and after the termination of the contract for the period related to the statute of limitations of claims arising from the concluded contract, as well as provided for by law with regard to activities undertaken by control bodies.
6. Everyone, with the limitations indicated in the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC has the right of access to the content of the data provided by them and the right to correct, delete, limit the processing, the right to transfer data, object to the processing of data, as well as the right to lodge a complaint with the President of the Office for the Protection of Personal Data.
7. Providing personal data is voluntary, however it is necessary for the proper and effective handling of your case or report, as well as sending answers to your inquiry and further correspondence.

