

**INFORMATION CLAUSE FOR PARTICIPANTS IN PROCUREMENT PROCEDURES**

**Applies to individuals or sole proprietorships**

**This information does not apply to commercial companies**

Please be advised that in order to participate in tender procedures organised by PGE Group companies you must be a registered user in PGE Group's Procurement System at: <https://swpp2.gkpge.pl>

Pursuant to Article 13 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) (hereinafter "GDPR"), we would like to inform you as follows:

<p><b>I. Personal data controller</b></p>	<p><b>The Controller of Personal Data</b> processed in the System is the entity conducting the purchasing procedure unless otherwise was stated in the general conditions of purchase (SWZ).</p> <p>The entities conducting purchasing procedures under the PGE Group's Procurement Systems are:</p> <ol style="list-style-type: none"> <li>1. <b>PGE Polska Grupa Energetyczna S.A.</b> Al. Kraśnicka 27, 20-718 Lublin, correspondence address: ul. Mysia 2, 00-496 Warszawa, <a href="mailto:iod.pgesa@gkpge.pl">iod.pgesa@gkpge.pl</a></li> <li>2. <b>PGE Systemy S.A.</b> ul. Sienna 75, 00-833 Warszawa, <a href="mailto:iod.pgesystemy@gkpge.pl">iod.pgesystemy@gkpge.pl</a></li> <li>3. <b>PGE Baltica Sp. z o.o.</b> ul. Mokotowska 49, 00-542 Warszawa, <a href="mailto:iod.pgebaltica@gkpge.pl">iod.pgebaltica@gkpge.pl</a></li> <li>4. <b>PGE Dom Maklerski S.A.</b> ul. Mysia 2, 00-496 Warszawa, <a href="mailto:daneosobowe.pgedm@gkpge.pl">daneosobowe.pgedm@gkpge.pl</a></li> <li>5. <b>PGE Dystrybucja S.A.</b> ul. Garbarska 21 A, 20-340 Lublin, <a href="mailto:dane.osobowe@pgedystrybucja.pl">dane.osobowe@pgedystrybucja.pl</a></li> <li>6. <b>PGE Ekoserwis S.A.</b> Pl. Staszica 30, 50-222 Wrocław, <a href="mailto:iod.pgeekoserwis@gkpge.pl">iod.pgeekoserwis@gkpge.pl</a></li> <li>7. <b>PGE Energia Ciepła S.A.</b> ul. Złota 59, Skylight building, XII floor, 00-120 Warszawa, <a href="mailto:iod.pgeec@gkpge.pl">iod.pgeec@gkpge.pl</a></li> <li>8. <b>PGE Energia Odnawialna S.A.</b> ul. Ogrodowa 59 A, 00-876 Warszawa, <a href="mailto:iod.eosa@gkpge.pl">iod.eosa@gkpge.pl</a></li> <li>9. <b>PGE Górnictwo i Energetyka Konwencjonalna S.A.</b> ul. Węglowa 5, 97-400 Bełchatów, <a href="mailto:iod.giekxa@gkpge.pl">iod.giekxa@gkpge.pl</a></li> <li>10. <b>PGE Obrót S.A.</b> ul. 8-go Marca 6, 35-959 Rzeszów, <a href="mailto:iod.pgeobrotsa@gkpge.pl">iod.pgeobrotsa@gkpge.pl</a></li> <li>11. <b>PGE Synergia Sp. z o.o.</b> ul. Ogrodowa 59 A, 00-876 Warszawa, <a href="mailto:iod.pgesynergia@gkpge.pl">iod.pgesynergia@gkpge.pl</a></li> <li>12. <b>PGE Ventures Sp. z o.o.</b> ul. Mysia 2, 00-496 Warszawa, <a href="mailto:iod.pgeventures@gkpge.pl">iod.pgeventures@gkpge.pl</a></li> <li>13. <b>PGE Inwest 14 Sp. z o.o.</b> ul. Mysia 2, 00-496 Warszawa</li> <li>14. <b>PGE Inwest 12 Sp. z o.o.</b> ul. Mysia 2, 00-496 Warszawa</li> <li>15. <b>PGE Gryfino Dolna Odra Sp. z o.o.</b> Krajnik 52, 74-105 Krajnik, <a href="mailto:iod.gryfino2050@gkpge.pl">iod.gryfino2050@gkpge.pl</a></li> <li>16. <b>Elektrownia Wiatrowa Baltica-1 Sp. z o.o.</b> ul. Mokotowska 49, 00-542 Warszawa, <a href="mailto:iod.ewb1@gkpge.pl">iod.ewb1@gkpge.pl</a></li> <li>17. <b>Elektrownia Wiatrowa Baltica-2 Sp. z o.o.</b> ul. Mokotowska 49, 00-542 Warszawa, <a href="mailto:iod.ewb2@gkpge.pl">iod.ewb2@gkpge.pl</a></li> <li>18. <b>Elektrownia Wiatrowa Baltica-3 Sp. z o.o.</b> ul. Mokotowska 49, 00-542 Warszawa, <a href="mailto:iod.ewb3@gkpge.pl">iod.ewb3@gkpge.pl</a></li> <li>19. <b>PGE Energetyka Kolejowa Holding Sp. z o.o.</b> ul. Hoża 63/67, 00-681 Warszawa, <a href="mailto:iodo.pgeek@gkpge.pl">iodo.pgeek@gkpge.pl</a></li> <li>20. <b>PGE Inwest 21 Sp. z o.o.</b> ul. Mysia 2, 00-496 Warszawa</li> </ol>
<p><b>II. Contact details for data protection</b></p>	<p>In matters related to personal data protection, you can contact the data protection officer appointed by the controller using the email addresses provided above.</p>

<p><b>III. Purposes and basics of processing</b></p>	<p>Data of Users and Contractors using the System will be processed for the following purposes:</p> <ul style="list-style-type: none"> <li>a. conducting the procurement procedure, followed by the conclusion and performance of the contract – art. 6 sec. 1 letter b GDPR;</li> <li>b. fulfilment of the controller’s legal obligations arising under regulations (e.g. the Accounting Act, VAT Act, Public Procurement Law Act, reporting obligations counteracting terrorism, money laundering, and sanctions regulations) - pursuant to art. 6 sec. 1 letter c GDPR;</li> <li>c. management of the database of contractors of the PGE Capital Group companies, which constitutes a legitimate interest - art. 6 sec. 1 letter f GDPR;</li> <li>d. establishing, investigating or defending claims in connection with the procurement procedure or the concluded contract, which constitutes the legitimate interest of the Controller - art. 6 sec. 1 letter f GDPR;</li> <li>e. optimization of the purchasing process and the provision of technical support of the Help Desk of the Purchasing System and documenting these processes by recording conversations being the implementation of the legitimate interest of the Controller pursuant to art. 6 sec. 1 lit. f GDPR;</li> <li>f. providing a Newsletter service consisting in sending messages containing information about the latest public procurement projects implemented by companies of the PGE Capital Group to the e-mail address provided by the subscriber – art. 6 sec, 1 letter a GDPR;</li> <li>g. marketing purposes consisting in informing the Contractor and/or the Contractor’s User about important events for Contractors in the area of purchasing, including: webinars, workshops, Open Day, Suppliers Day organized by the PGE Capital Group – art. 6 sec. 1 letter a GDPR.</li> </ul>
<p><b>IV. Withdrawal of consent</b></p>	<p>You have the right to withdraw your consent to data processing at any time. If you exercise this right, the Co-controllers will cease processing your data and your personal data will be deleted in accordance with your request. Data processing prior to the withdrawal of consent will remain legally binding.</p> <p>You can unsubscribe from the Newsletter or marketing communications at any time via the PGE Capital Group’s purchasing system. To do so, log in to the System, go to “My Profile,” then the “Consents and Regulations” tab, then the “Additional Consents” section, and uncheck “Consent to Newsletter” and/or “Consent to Contact for Marketing Purposes”.</p>
<p><b>V. Categories of processed data</b></p>	<p><b>Controller will process the data entered into the System by the User or Contractor. The scope of data is specified in the System form.</b></p> <p>The data we process are: first name, last name, position, contact telephone number, e-mail address (in case of sole proprietorships, also the company name and identification tax number). In the case of a conversation conducted via Help Desk technical support, a recording of the conversation.</p>
<p><b>VI. Data storage period</b></p>	<p>We will process your data for the duration of your participation in procurement procedures and, if applicable, the execution of the contract, and then until the expiry of claims related to participation in the procurement procedure or the execution of the contract, or until you object to the processing of your personal data.</p> <p>If the Contractor’s registration application is rejected, no longer than 12 months.</p> <p>If there is no activity on the Contractor’s account for a minimum period of 24 months, the Contractor’s account will be closed and the personal data will be anonymized.</p> <p>In the case of marketing consents and/or ordering the Newsletter service, until the consent is withdrawn.</p> <p>In the case of recordings of calls conducted in connection with the provision of Help Desk technical support services for a period of 3 months from the date of recording the conversation.</p>
<p><b>VII. Data recipients</b></p>	<p>The recipients of your personal data may be state authorities / institutions, authorised to obtain data on the basis of the law, entities providing services to the Controller, also those to whom the Controller have entrusted the processing of data, in particular IT service providers (PGE Systemy).</p> <p>The recipients of your data may also include entities with which the Controller cooperate in the area of audit, tax and legal services.</p>
<p><b>VIII. Transferring personal data</b></p>	<p><b>As a rule, your personal data will not be transferred outside the European Economic Area (hereinafter: EEA).</b> However, bearing in mind the operation of IT infrastructure and ICT services provided by PGE Systemy S.A. as a processor, the selected subcontractors of which operate outside the EEA, the above may result in the transfer of your data outside the EEA.</p>

<b>outside the EEA</b>	Each time the data transfer is based on the legalization basis resulting from Art. 46 sec. 2 GDPR.
<b>IX. Rights of Users and Performers</b>	<p><b>In accordance with GDPR, you have the right to:</b></p> <ol style="list-style-type: none"> <li>access to your data and receive a copy of it</li> <li>rectify (correct) your data</li> <li>delete, limit or object to their processing</li> <li>transfer your data</li> <li>lodge a complaint with the supervisory authority - President of the Office for Personal Data Protection. For more information visit <a href="https://uodo.gov.pl/pl">https://uodo.gov.pl/pl</a>.</li> </ol> <p>In order to exercise your rights, please contact the Administrator.</p>
<b>X. Information on the voluntary provision of data</b>	Providing personal data is voluntary but necessary in order to register in PGE Group's Procurement System and participate in procurement procedures conducted by companies from PGE Group.
<b>XI. Automated decision making and profiling</b>	We will not use your data in automated decision making and profiling processes.

**INFORMATION CLAUSE FOR CONTACT PERSONS  
PROVIDED BY PARTICIPANTS OF PROCUREMENT PROCEDURES**

Please be advised that in order to participate in procurement procedures organised by PGE Group companies, you must be a registered user in PGE Group's Procurement System at: <https://swpp2.gkpgge.pl>

Pursuant to Article 14 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) (hereinafter "GDPR"), we would like to inform you as follows:

<b>I. Personal data controller</b>	<p><b>The Controller of Personal Data</b> processed in the System is the entity conducting the purchasing procedure unless otherwise was stated in the general conditions of purchase (SWZ).</p> <p>The entities conducting purchasing procedures under the PGE Group's Procurement Systems are:</p> <ol style="list-style-type: none"> <li><b>PGE Polska Grupa Energetyczna S.A.</b> Al. Kraśnicka 27, 20-718 Lublin, correspondence address: ul. Mysia 2, 00-496 Warszawa, <a href="mailto:iod.pgesa@gkpgge.pl">iod.pgesa@gkpgge.pl</a></li> <li><b>PGE Systemy S.A.</b> ul. Sienna 75, 00-833 Warszawa, <a href="mailto:iod.pgesystemy@gkpgge.pl">iod.pgesystemy@gkpgge.pl</a></li> <li><b>PGE Baltica Sp. z o.o.</b> ul. Mokotowska 49, 00-542 Warszawa, <a href="mailto:iod.pgebaltica@gkpgge.pl">iod.pgebaltica@gkpgge.pl</a></li> <li><b>PGE Dom Maklerski S.A.</b> ul. Mysia 2, 00-496 Warszawa, <a href="mailto:daneosobowe.pgedm@gkpgge.pl">daneosobowe.pgedm@gkpgge.pl</a></li> <li><b>PGE Dystrybucja S.A.</b> ul. Garbarska 21 A, 20-340 Lublin, <a href="mailto:dane.osobowe@pgedystrybucja.pl">dane.osobowe@pgedystrybucja.pl</a></li> <li><b>PGE Ekoserwis S.A.</b> Pl. Staszica 30, 50-222 Wrocław, <a href="mailto:iod.pgeekoserwis@gkpgge.pl">iod.pgeekoserwis@gkpgge.pl</a></li> <li><b>PGE Energia Ciepła S.A.</b> ul. Złota 59, Skylight building, XII floor, 00-120 Warszawa, <a href="mailto:iod.pgeec@gkpgge.pl">iod.pgeec@gkpgge.pl</a></li> <li><b>PGE Energia Odnawialna S.A.</b> ul. Ogrodowa 59 A, 00-876 Warszawa, <a href="mailto:iod.eosa@gkpgge.pl">iod.eosa@gkpgge.pl</a></li> <li><b>PGE Górnictwo i Energetyka Konwencjonalna S.A.</b> ul. Węglowa 5, 97-400 Bełchatów, <a href="mailto:iod.gieksa@gkpgge.pl">iod.gieksa@gkpgge.pl</a></li> <li><b>PGE Obrót S.A.</b> ul. 8-go Marca 6, 35-959 Rzeszów, <a href="mailto:iod-pgeobrotsa@gkpgge.pl">iod-pgeobrotsa@gkpgge.pl</a></li> <li><b>PGE Synergia Sp. z o.o.</b> ul. Ogrodowa 59 A, 00-876 Warszawa, <a href="mailto:iod.pgesynergia@gkpgge.pl">iod.pgesynergia@gkpgge.pl</a></li> </ol>
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<p><b>II. Contact details for data protection</b></p>	<p>For matters related to the protection of your personal data, you can contact the Data Protection Officer or data protection specialist appointed by GK PGE companies, using the e-mail addresses indicated above.</p>
<p><b>III. Purposes and basics of processing</b></p>	<p>Your personal data will be processed for the following purposes:</p> <ol style="list-style-type: none"> <li>fulfilment of the controller's legal obligations arising under regulations (e.g. the Accounting Act, VAT Act, Public Procurement Law Act, reporting obligations counteracting terrorism, money laundering, and sanctions regulations) - pursuant to art. 6 sec. 1 letter c GDPR;</li> <li>management of the database of contractors of the PGE Capital Group companies, which constitutes a legitimate interest - art. 6 sec. 1 letter f GDPR;</li> <li>establishing, investigating or defending claims in connection with the procurement procedure or the concluded contract, which constitutes the legitimate interest of the Controller - art. 6 sec. 1 letter f GDPR;</li> <li>optimization of the purchasing process and the provision of technical support of the Help Desk of the Purchasing System and documenting these processes by recording conversations being the implementation of the legitimate interest of the Controller pursuant to art. 6 sec. 1 lit. f GDPR;</li> <li>providing a Newsletter service consisting in sending messages containing information about the latest public procurement projects implemented by companies of the PGE Capital Group to the e-mail address provided by the subscriber – art. 6 sec. 1 letter a GDPR;</li> <li>marketing purposes consisting in informing the Contractor and/or the Contractor's User about important events for Contractors in the area of purchasing, including: webinars, workshops, Open Day, Suppliers Day organized by the PGE Capital Group – art. 6 sec. 1 letter a GDPR.</li> </ol>
<p><b>IV. Withdrawal of consent</b></p>	<p>You have the right to withdraw your consent to data processing at any time. If you exercise this right, the Co-controllers will cease processing your data and your personal data will be deleted in accordance with your request. Data processing prior to the withdrawal of consent will remain legally binding.</p> <p>You can unsubscribe from the Newsletter or marketing communications at any time via the PGE Capital Group's purchasing system. To do so, log in to the System, go to "My Profile," then the "Consents and Regulations" tab, then the "Additional Consents" section, and uncheck "Consent to Newsletter" and/or "Consent to Contact for Marketing Purposes".</p>
<p><b>V. Source of data origin</b></p>	<p>We have received your data from the entity you are representing.</p>
<p><b>VI. Category of data processed</b></p>	<p><b>The Controller will process the data entered into the System by the User or Contractor. The scope of data is specified in the System form.</b></p> <p>The data we process are: first name, last name, position, contact telephone number, e-mail address and other data we have received from the entity you are representing during the purchase procedure. In the case of a conversation conducted via Help Desk technical support, a recording of the conversation.</p>

<p><b>VII. Data storage period</b></p>	<p>We will process your data for the duration of your participation in procurement procedures and, if applicable, the execution of the contract, and then until the expiry of claims related to participation in the procurement procedure or the execution of the contract, or until you object to the processing of your personal data.</p> <p>If the Contractor's registration application is rejected, no longer than 12 months.</p> <p>If there is no activity on the Contractor's account for a minimum period of 24 months, the Contractor's account will be closed and the personal data will be anonymized.</p> <p>In the case of marketing consents and/or ordering the Newsletter service, until the consent is withdrawn.</p> <p>In the case of recordings of calls conducted in connection with the provision of Help Desk technical support services for a period of 3 months from the date of recording the conversation.</p>
<p><b>VIII. Data recipients</b></p>	<p>The recipients of your personal data may be state authorities / institutions, authorised to obtain data on the basis of the law, entities providing services to the Controller, also those to whom the Controller have entrusted the processing of data, in particular IT service providers (PGE Systemy).</p> <p>The recipients of your data may also include entities with which the Controller cooperate in the area of audit, tax and legal services.</p>
<p><b>IX. Transferring personal data outside the EEA</b></p>	<p><b>As a rule, your personal data will not be transferred outside the European Economic Area (hereinafter: EEA).</b> However, bearing in mind the operation of IT infrastructure and ICT services provided by PGE Systemy S.A. as a processor, the selected subcontractors of which operate outside the EEA, the above may result in the transfer of your data outside the EEA. Each time the data transfer is based on the legalization basis resulting from Art. 46 sec. 2 GDPR.</p>
<p><b>X. Rights of Users and Performers</b></p>	<p><b>In accordance with GDPR, you have the right to:</b></p> <ul style="list-style-type: none"> <li>a. access your data and receive a copy of it;</li> <li>b. rectify (correct) your data;</li> <li>c. delete, limit or object to their processing;</li> <li>d. transfer your data;</li> <li>e. lodge a complaint with a supervisory authority - President of the Office for Personal Data Protection. For more information visit <a href="https://uodo.gov.pl/pl">https://uodo.gov.pl/pl</a>.</li> </ul> <p>In order to exercise your rights, please contact the Administrator.</p>
<p><b>XI. Automated decision making and profiling</b></p>	<p>We will not use your data in automated decision making and profiling processes.</p>