

EVENT REGULATIONS ORLEN GAS MEETING #16

§1 General Provisions

1. This Clause sets out the terms and conditions of participation in the event 'ORLEN GAS MEETING #16' (hereinafter referred to as the '**Event**'), taking place on 06–07 May 2026 at the DoubleTree by Hilton Krakow Hotel & Convention Center, at Plac Katedralny 8, Kraków (hereinafter referred to as the '**Venue**').
2. The organiser of the Event is ORLEN S.A., with its registered office in Płock, address: ul. Chemików 7, 09-411 Płock, entered in the Register of Entrepreneurs of the National Court Register kept by the District Court for Łódź-Śródmieście in Łódź, 20th Commercial Division of the National Court Register under KRS number: 0000028860, with share capital of PLN 1,451,177,561.25, fully paid-up, NIP: 774-00-01-454, REGON: 610188201 (hereinafter referred to as the '**Organiser**' or '**ORLEN**').
3. The contractor responsible for handling the Event on behalf of ORLEN is Silver Plate Sp. z o.o. (hereinafter referred to as '**Silver Plate**' or the '**Contractor**'), with its registered office at ul. Belgradzka 8/60, 02-793 Warsaw, entered in the National Court Register under KRS number: 0000673181, NIP: 9512435705, REGON: 367081155.
4. For the purposes of the Event, Silver Plate will receive the following personal data from ORLEN:
 - a. first name,
 - b. surname,
 - c. company,
 - d. position,
 - e. vehicle registration number,
 - f. dietary preferences and allergies.
5. The above personal data will be provided to the Contractor via email in an encrypted file and will be used for the purposes specified in §2(3) of this Information Clause.
6. As the Event will be documented through digital photography, participants' images will be processed pursuant to Article 81(2) of the Copyright and Related Rights Act. The digital documentation will be collected for internal communication within ORLEN's channels such as the intranet, Studio GO!, Magazyn GO, as well as for promotional purposes in external communication via social media (such as Linked-In, Facebook, YouTube).
7. Entering the Event premises constitutes acceptance of this Clause.

§2 Personal Data

1. The controller of the personal data of registered Event participants is ORLEN S.A., with its registered office in Płock, ul. Chemików 7 (hereinafter referred to as '**ORLEN**'). ORLEN S.A. contact telephone numbers: (24) 256 00 00, (24) 365 00 00, (22) 778 00 00.
2. The controller has appointed a Data Protection Officer, who can be contacted via the following email address: daneosobowe@orlen.pl or in writing at the registered office address indicated in §1, with the note 'Data Protection Officer'. Information regarding the Data Protection Officer is also available on www.orlen.pl in the 'Contact' section.

3. The personal data of Event participants will be processed for the following purposes:
 - a. organising ORLEN GAS MEETING #16, including in particular:
 - participant registration,
 - hotel room reservation,
 - parking space reservation,
 - preparation of the menu based on allergies and dietary preferences.
 - b. contact, handling claims and legal defence in the event of any mutual claims arising.
4. The legal basis for ORLEN processing the personal data of Event participants is:
 - a. consent to process personal data provided in the registration form pursuant to Article 6(1)(a) of the GDPR;
 - b. ORLEN's legitimate interest pursuant to Article 6(1)(f) of the GDPR.
5. The personal data of Event participants will be disclosed by ORLEN to cooperating entities (recipients), in particular entities cooperating with ORLEN S.A. in organising the Event, in accordance with applicable data protection regulations, as well as entities providing accounting, bookkeeping, and archiving services.
6. The personal data of Event participants will be processed for the duration necessary to carry out the Event and until any mutual claims arising from participation in the Event expire.
7. Providing personal data is necessary to participate in the Event.
8. Event participants have the following rights related to the processing of their personal data:
 - a. the right to access their data,
 - b. the right to rectify or delete their personal data,
 - c. the right to restrict the processing of their personal data,
 - d. the right to object to processing, where ORLEN S.A. processes the participant's personal data based on its legitimate interest,
 - e. the right to withdraw consent to the processing of personal data at any time. Withdrawal of consent does not affect the lawfulness of processing carried out based on consent before its withdrawal.

Requests regarding the exercise of the above rights may be sent by Event participants to the email address daneosobowe@orlen.pl or to the registered office address of ORLEN S.A. specified in §1, with the note 'Data Protection Officer'.

9. Event participants have the right to lodge a complaint with the President of the Personal Data Protection Office.