

## **PRIVACY POLICY FOR EMPLOYEES AND CLIENT CO-WORKERS OF NGL ADVISORY SP. Z O.O.**

We would like to inform you that in connection with a contract concluded with the Client or in order to take action prior to the conclusion of such a contract, we process your personal data as employees or co-workers of the Client, which are contact details. Below we present detailed information concerning the processing of your personal data.

1. The administrator of personal data provided by you is NGL Advisory sp. z o.o. with its registered office in Warsaw, entered into the Register of Entrepreneurs of the National Court Register kept by the District Court for the Capital City of Warsaw, 12<sup>th</sup> Commercial Division under KRS number: 0000743363, holding NIP number: 7010837186, REGON number: 380926088, with a share capital of PLN 10,000, hereinafter referred to as **NGL Advisory**.
2. In all matters relating to the protection of personal data, including the purpose of exercising the rights vested in a given person can be contacted electronically at the address: [GDPR@nglservices.pl](mailto:GDPR@nglservices.pl).
3. The data made available to NGL Advisory will be processed for purposes related to the conclusion of the contract and contact purposes, including those related to the performance of the contract concluded between NGL Advisory and the Client. The basis for the processing of personal data is the legitimate interest of the data controller who provided the data - the Client, as well as the legitimate interest of the NGL Advisory to whom the data have been made available. A legitimate interest is the possibility of proper and effective implementation of the Agreement concluded between these entities.
4. NGL Advisory will process the following categories of personal data: name, surname, business position and contact data to the extent provided by the Client, which is the source of personal data.
5. Personal data may be transferred to cooperating entities on the basis of agreements entrusting data processing, including subcontractors of provided services, providers of ICT services, technical equipment, courier companies, as well as other recipients, in particular the postal operator and companies from Grupa NGL.
6. Personal data will be stored until the fulfilment of legitimate interests relating to the conclusion and implementation of the concluded Agreement, constituting the basis for this processing, for archiving purposes, as well as related to the statute of limitations of possible claims.
7. Any person, 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 him/her 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.
8. Providing personal data of the Client's representatives and representatives is a requirement of the law in order to conclude an agreement and is necessary for its proper performance, while in the case of employees and co-workers, it is voluntary and affects the effectiveness and correctness of its performance. Lack of personal data will prevent the conclusion of an agreement and its performance or its proper implementation.