

**Notification duty within the range of Personal Data Protection (ODO)  
regarding addressed correspondence to  
ELTUR-SERWIS sp. z o. o.**

In accordance with Article 13 (1) and (2) of General Regulation (EU) 2016/679 of the European Parliament and of the Council 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 repealing Directive 95/46/WE (GDPR), the Company informs that:

- I. The administrator of your data is ELTUR-SERWIS sp. z o. o. with headquarters at Bogatynia (59-916) (Poland), Młodych Energetyków 12.
- II. Regarding personal data you are able to contact our Chief Inspector of Data Protection via the email address:  
iod@elturserwis.pl  
or in writing to the address indicated in point I above.
- III. Objectives and grounds for processing personal data.  
Your personal data will be processed pursuant to Article 6 (1)(f) of GDPR.  
Processing is necessary for the purposes of legitimate interest pursued by the controller for the purpose of:
  - handling correspondence and escalate your application in regard of traditional form of correspondence, as well as email correspondence, and for answering to additional questions;
  - archival (evidentiary) purposes, which is the realization of the legitimate interests of ELTUR-SERWIS sp. z o.o., including the protection of information in case of a legal need to prove facts;
  - establishing, pursuing, or defending against claims, which is the realization of the legitimate interests of the Controller.

Please be advised that the correspondence which we receive are treated as an unstructured data. As a result, if a correspondence contains any personal data - different than data of a personal with whom we handle correspondence - we consider the processing of the data to not be necessary in accordance with Article 11 of GDPR.

- IV. **The processing period** of your personal data is related to the purposes mentioned above. Therefore, personal data will be processed for the duration required by law for the Administrator to retain data or for the period of limitation of potential claims for which data is necessary. However, this processing will not exceed 5 years from the end of the year in which the message was received, as this is the planned retention period for correspondence, unless there is a specific reason for further processing (e.g., entering into a contract), which means a change in the processing purpose. If the processing purpose changes, we will inform you in accordance with the GDPR.
- V. **Withdrawal of consent.** You have the right to withdraw your consent to data processing at any time. If you exercise this right, the Administrator will cease processing data for the purposes indicated in the consent statement, and personal data will be deleted in accordance with the received request. Data processing before the withdrawal of consent will remain legally binding.
- VI. **Rights of the data subject.** In cases and under the rules defined in the applicable personal data protection regulations, you have the right to access your data and receive copies of them, correct (rectify) your data, delete them, restrict their processing, object to their processing, and request data portability. You also have the right to file a complaint with the relevant supervisory authority

**VII. Data recipients**

Data recipients. Your personal data may be disclosed to:

- Entities within GK PGE, if the content of the inquiry indicates a different entity within the Group as the appropriate entity to respond to the question.
- Entities within the PGE Group, our partners, i.e., companies with which we cooperate to combine products or services.
- Authorized institutions defined by law, e.g., the Tax Office.
- Entities cooperating with the Administrator Entities cooperating with the Administrator
- Our subcontractors and service providers (data processors) who provide services to the data administrator and to whom this data is entrusted.

**VIII.** Your personal data will generally not be transferred outside the European Economic Area (EEA). However, considering the IT services provided by PGE Systemy as a Shared Services Center within the PGE Capital Group, certain IT activities or tasks performed by our subcontractor may involve data transfer outside the EEA. More information about potential data transfer and its security can be obtained from PGE Systemy S.A.

**IX. Automated decision-making.** Automated decision-making. Please note that automated decisions will not be made as part of the processing of the above-mentioned data.

**X. Providing data and its scope is voluntary.**