

Privacy Policy

Dear Sir/Madam,

On May 25, 2018, regulations governing the handling of personal data processed by the Company entered into force – 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 (hereinafter referred to as “General Data Protection Regulation”, or “GDPR”).

Therefore, we would like to inform you about the rights related to the processing of your personal data by RESPECT ENERGY S.A. with its registered office in Warsaw and about the rules related to this processing:

1. Who is the Data Controller of your personal data?

The Data Controller (hereinafter referred to as “The Controller”) of your personal data is RESPECT ENERGY joint stock company (hereinafter referred to as “RESPECT ENERGY”) with its registered office in Warsaw, ul. Ludwika Rydygiera 8, 01-793 Warsaw, registered in the Register of Entrepreneurs of the National Court Register by the District Court for the Capital City of Warsaw in Warsaw, Poland, 12th Commercial Division of the National Court Register under the KRS No. (National Court Register number): 0000651850.

The Data Controller is responsible for the protection of the processing of personal data that you entrust to us or that we obtain from other sources, in accordance with the GDPR.

2. Who can you contact in matters of personal data protection?

In matters related to data processing, you can contact via e-mail: pbi@respect.energy or by phone: +48 512305151, as well as by post to the address of RESPECT ENERGY, as specified in the point 1 above.

3. What legal basis do we process your personal data?

RESPECT ENERGY processes your personal data on the basis of the GDPR, national regulations in this regard, as well as its own personal data protection policy.

Personal data processing is carried out in accordance with the GDPR, i.e.:

- with your consent for one or more specific purposes;
- processing is necessary for the performance of a contract or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- processing is necessary for the purposes of the legitimate interests pursued by the Controller (e.g. resulting from the need to secure rights from the entrusted property).

4. What purposes do we process your personal data?

RESPECT ENERGY processes your personal data in connection with its business activities in order to:

- services and delivery, in accordance with the provisions of common law and the terms of concluded contracts;
- enabling you to take advantage of the benefits of promotional campaigns, competitions and other activities;
- fulfillment by RESPECT ENERGY of the obligations specified in the provisions of common law (e.g. described in the Labor Code - in connection with employment, the Civil Code - in connection with cooperation, the Accounting Act, tax regulations and others - in connection with the need to meet the requirements set business entities);
- employment or cooperation with other RE Group companies;
- providing you and RESPECT ENERGY with the possibility of pursuing claims arising from contracts in progress, in connection with the provisions of civil law, as well as other titles relating to due rights arising from the ownership and use of assets;
- implementation of all projects related to business and social activities that require the processing of personal data.

5. What scope do we process your personal data (data categories and processing activities)?

RESPECT ENERGY processes primarily your data as Customers and Partners (including Suppliers), as well as Employees and Collaborators and Employment Candidates, to the extent that allows establishing cooperation and implementing concluded contracts. Thus, we process in particular the following categories of data:

- identification data (surname, name/names), date of birth, address of place of residence/registration/collection point, Tax Identification Number);
- contact details (correspondence addresses, telephone number(s), e-mail address(es));
- data related to the implementation of concluded contracts (content of contracts, volume/quantity of gas or other products and services sold, value of issued invoices/bills and data contained therein, balance of settlements for completed deliveries, including liabilities);

We present all information and offers only with your consent, while respecting the provisions of the ACT of 18 July, 2002 on Providing Services by Electronic Means. Our Partners/Suppliers:

- identification data (surname, name/names), date of birth, address of place of residence/registration/collection point, Tax Identification Number);
- contact details (address for correspondence, telephone number(s), e-mail address(es));
- data related to the implementation of concluded supply contracts (content of contracts, data on the subject of supplies, volume/quantity of purchased gas or other products and services - including land for investment purposes, value of received invoices/bills and data contained therein, balance of settlements with due to completed deliveries, including receivables from RESPECT ENERGY).

Our job candidates:

- identification data (surname, name/names), date of birth, address of place of residence/registration/collection point);
- contact details (correspondence addresses, telephone number(s), e-mail address(es));

- competences of job candidates (education, professional experience, skills and other information provided by the candidate in the curriculum vitae or cover letter);
- other categories of personal data, if required by law;

Our Employees and Collaborators:

- data required by the provisions of common law, in particular the Labor Code and the Civil Code;
- data related to the participation of Employees and Collaborators in projects related to employment promotion and other projects, as well as the implementation of current activities;

Business contracts:

RESPECT ENERGY's business activity requires concluding many contracts with various subjects and conditions related to the processing of personal data. Most often, the data of persons representing the parties to the contracts and persons responsible for their implementation are processed. It is then necessary to process the following categories of data:

- identification data (surname, name/names, functions performed and/or official positions), name of the entity of the party to the contract);
- contact details (correspondence addresses, telephone number(s), e-mail address(es));
- data on no criminal record (occasionally, when required by applicable law);

6. What period will we process your personal data?

Personal data in connection with contracts concluded with Customers, Partners and Collaborators are processed throughout the entire period of service provision. We also process them after the expiry or termination of the contract for 5 years, counting from the date of approval of the financial statements, and thus from the beginning of the year following the financial year in connection with the obligations arising from tax regulations and the Accounting Act.

In order to ensure the possibility of pursuing claims in connection with the services provided, we process personal data for the period of limitation for claims arising from the business activities conducted by RESPECT ENERGY,

specified by law, in particular the Civil Code. This is mainly related to the duration of proceedings before common courts.

In the case of RESPECT ENERGY employees, data collected in personal files are stored for 50 or 10 years from the year of termination of work in the company archives and then in the state archives - in accordance with separate regulations regarding the storage period of employee documentation.

We store social security data for 10 full years from the year of termination of employment.

Data regarding financial settlements for work are stored for 5 full years from the year of approval of the financial statements.

We process job candidates' data for the duration of the recruitment procedure in connection with which the data is processed, but no longer than 12 months from the date of commencement of the procedure.

We inform about the deadlines for processing personal data in the case of Employees, Collaborators and Candidates for work in RE Group companies in separate clauses.

7. What rights do you have in relation to the processing of personal data?

In connection with the processing of personal data by RESPECT ENERGY, you have the right to:

- access to your personal data and request a copy thereof;
- rectification of your personal data;
- to restriction of processing your personal data;
- right to data portability;
- object to processing if the processing goes beyond the indicated basis;
- erase of data if another purpose of processing is pursued or the purpose of processing has become obsolete.

The request to erase or restrict the processing of data applies only to categories of data processed with your consent.

8. The right to lodge a complaint with a supervisory authority

Data subjects have the right to lodge a complaint with a supervisory authority, in the territory of the Republic of Poland this authority is the President of the Personal Data Protection Office. Office address: Stawki 2, 00-913 Warsaw.

9. Whether the personal data transferred to another entity (recipients, treated entities)?

The recipients of your data shall be entities and bodies, to whom the Controller is obliged or authorized to make personal data available on the basis of generally applicable provisions of law, as well as entities to whom the Controller will entrust the processing of personal data on the basis of a relevant agreement in connection with the services provided by the aforementioned entity to the Controller, and which guarantee due execution of the objectives referred to in point 4 above.

Personal data contained in contracts or made available by Customers, Partners, Employees and Collaborators are processed by RE Group entities that closely cooperate with RESPECT ENERGY:

- RESPECT ENERGY HOLDING S.A. based in Warsaw at L. Rydygiera 8, is an entity that processes personal data on behalf of and for RESPECT ENERGY in the scope related primarily to HR and payroll services and keeping business records,
- RESPECT ENERGY IT Solution Sp. z o. o. based in Warsaw at L. Rydygiera 8, which provides comprehensive ICT services to RESPECT ENERGY,
- RESPECT ENERGY Towarowy Dom Maklerski Sp. z o. o., based in Warsaw at L. Rydygiera 8, which conducts brokerage activities,
- RESPECT ENERGY Solar Wind Sp. z o. o. base in Poznań at ul. Naramowicka 76,
- Other RE Group entities with which RESPECT ENERGY has established and continues economic cooperation.

The processing of personal data takes place under processing entrustment contracts drawn up in accordance with the provisions of the GDPR and taking into account the rights of data subject and ensuring the security of processed data.

Personal data is not available for receipt outside the European Economic Area (EEA). An exception may apply to the data of Employees and Collaborators directly

involved in the implementation of the relationship with ESG (Environmental-Social-Governance) and the internationalization of RESPECT ENERGY ' activities.

10. Whether the provision of personal data is a mandatory?

Providing personal data is voluntary but necessary for the conclusion and execution of the Contract, use of our products and services or employment.

11. Do we use “cookies” and how?

RESPECT ENERGY uses cookies. This is a decision that the Company's Management Board has considered for a long time, analyzing the marketing benefits resulting from meeting your needs and expectations as well as potential threats to the security of processed data. Due to the minimal level of negative factors and obvious benefits in communicating with you, the decision was made to use cookies. You have the right not to consent to such activities.

A. What are cookies and what are they used for?

Cookies (so-called "cookies") are IT data, in particular text files. They usually contain the name of the website they come from, the time they are stored on the end device and a unique number. This data is stored on your end device while you are using the website. They are used to personalize the displayed pages, handle logging in and other operations performed on the website, handle advertisements, and monitor user activity on the website. Consequently, this allows us to work on improving the quality of the information provided.

Software for browsing websites (web browser) usually allows cookies to be stored on the end device by default. Cookies are commonly used by entities communicating via websites.

B. What purpose do we use cookies?

Cookies allow us to:

- analyzing how you use our website,
- tracking traffic on our website, which results from your interest in the presented issues,
- better management of the structure and content of presented information,
- ensuring the ongoing proper functioning of the RESPECT ENERGY website,

Cookies saved by our website do not save or collect any of your personal data and cannot be used to identify you as a website user.

C. How long does a cookie stay on your device?

The files used in practice are:

- session files (sessioncookies) - they are temporary, they are active only while using our website and disappear when you leave it,
- persistent cookies - they are permanent, these files will appear if you frequently visit the RESPECT ENERGY website and will remain on your device for some time.

The following types of cookies are used:

- enabling the use of services available on the website, e.g. authentication cookies used for services requiring authentication,
- used to ensure security, e.g. used to detect authentication abuses within the website,
- enabling the collection of information about how websites are used,
- allowing you to "remember" the settings you have selected and personalize the interface, e.g. in terms of the selected language or region, the appearance of the website, etc.,
- enabling analysis of how you use our website.

D. Is it possible to control cookies and decide on their use and how?

The use of cookies is your decision.

When browsing the RESPECT ENERGY website, you can change your cookie settings at any time, specifying the conditions for storing them and accessing your device. You can change the settings using your web browser settings. These settings can be changed in particular in such a way as to block the automatic handling of cookies in the web browser settings or to inform each time a cookie is placed on the device.

If you want to limit or block cookies, you can do it using the browser settings on the end device you are using. Each browser has a "HELP" section where you will find

information on how to disable and delete cookies. Below are links to cookie management instructions for selected web browsers:

- Chrome
<http://support.google.com/chrome/bin/answer.py?hl=pl&answer=95647>
- Internet Explorer <http://support.microsoft.com/kb/196955/pl>
- Firefox <http://support.mozilla.org/pl/kb/ciasteczka>
- Opera <http://help.opera.com/Windows/8.0/pl/cookies.html>

Blocking the ability to save cookies may result in difficulties or inability of some website functions.