

## **Annex 5 – Requirements with respect to the Personal Data Processing**

### **Scope of the processing activities**

The fulfillment of the Contractors obligations shall be in accordance with Article No. 2 of this Contract.

The main purpose of personal data processing is to use them to ensure fulfillment of this Contract, in particular their storage and coordination of contracted activities. Contracted activities include inspection of personal and Contractors qualification, familiarization with technological procedures and presence at the workplace.

### **Duration of processing**

Processing of Relevant Personal Data will take place over the duration of this Contract and then to the extent necessary (i) for such further period of time as expressly permitted or required by this Contract and / or applicable law, and (ii) for the duration of the applicable limitation periods for the enforcement of any claims of the Parties arising under this Contract and in relation to the Relevant Personal Data concerned by the claim of a Party until the termination of the relevant proceedings.

### **Data Subjects**

The Relevant Personal Data involve/concern the following categories of data subjects:

- (i) Contractors/customers of the Client and their representatives;
- (ii) Employees of the Client;

### **Relevant Personal Data categories**

Contractor may in particular perform the processing of the Personal Data as follows:

- (i). in case of Contractors/customers of the Client and their representatives:
  - Basic data: name and surname; academic degree; title of the person's post or position; signature; photography; signature;
  - Contact details: telephone number (land line and cell phone); e-mail address;
  - Data necessary for performance of the contract (contractual relationship) plan and statement of work;
  - Training and education of contractors: accomplished qualifications; certificates proving qualification;
  - Compliance with laws and regulations and contractual obligations: reports on any breaches by a contractor's employee of any duties set forth in any laws and regulations or of any contractual obligations relating to the employee's job;
  - Security data: internal investigation records; presence at the workplace.
- (ii). In case of Employees of the Client (the category of employees also includes Executive Officers and authorized officers/signatories of the Client, members of the Supervisory Board and members of the Audit Committee):
  - Basic data: name and surname; academic degree; title of the post or position; photography; signature;
  - Contact details: workplace telephone number; company cell phone number; company e-mail address;
  - HR records: plan and statement of work;
  - Security data: presence at the workplace.

### **Purposes of Relevant Personal Data Processing**

Based on the Contract, the Relevant Personal Data processing is performed only for the purposes corresponding to the scope of the processing activities listed above in this Annex 5 to this Contract.

**Contact details for the area of personal data protection**

Client:

Postal address:

NET4GAS, s.r.o.

Personal Data Protection

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