

**INFORMATION OF DATA SUBJECTS ON THE PROCESSING OF THEIR
PERSONAL DATA**

**PETROGAZ SOCIÉTÉ ANONYME HELLÉNIQUE DE GAZ LIQUIDE, DE
PRODUITS INDUSTRIELS ET ENTREPRISES GÉNÉRALES**

LAST UPDATE: 24/05/2018

1. INTRODUCTION

- 1.1 With the purpose of the management of our cooperation relationship or /and our contractual relationship, the Company “**PETROGAZ SOCIÉTÉ ANONYME HELLÉNIQUE DE GAZ LIQUIDE, DE PRODUITS INDUSTRIELS ET ENTREPRISES GENERALES**” [PETROGAZ HELLENIC COMPANY OF LPG, INDUSTRIAL PRODUCTS AND GENERAL ENTERPRISES S.A.], which is seated in Athens, at no. 57 Akadimias Str., GR 10679, will collect and will use your personal data in an electronic or / and in paper form.
- 1.2 The present information aims at offering you information on how the Company manages your personal data as well as regarding the rights which you have as data subjects.

2. LEGAL BASIS OF THE PROCESSING

- 2.1 The legal basis whereupon is founded the processing of the personal data of the subjects is in the present case the fulfilment of its obligations and rights pursuant to the terms of the existing between us contract or / and the *ex lege* obligations, or for the satisfaction of the legal interests of the Company, such as the pursuit of lawful business aims, including the management of the existing cooperation relationship between us.

3. DATA CONTROLLER

- 3.1 In this statement, ‘PETROGAZ S.A.’ or ‘We’ or the ‘Company’ refers to “PETROGAZ SOCIÉTÉ ANONYME HELLÉNIQUE DE GAZ LIQUIDE, DE PRODUITS INDUSTRIELS ET ENTREPRISES GENERALES” [PETROGAZ HELLENIC COMPANY OF LPG, INDUSTRIAL PRODUCTS AND GENERAL ENTERPRISES S.A.]. The objectives as well as the method by which your personal data are collected, used and / or possibly notified to third parties by the Company are clarified by this Information Policy / Statement.

4. TYPE OF PERSONAL DATA AND PROCESSING METHOD

- 4.1 In the framework of the existing between us relationship, we collect simple and possibly sensitive personal data, including the following:
- 4.2
- (i) Full name / company name, contact information of the data subject and other identification particulars such as e.g. telephone (fixed and mobile), fax, TIN, Tax Office, address, e-mail.

- (ii) Particulars of an economic nature, such as particulars of credit / debit cards, particulars of bank accounts and other related billing information.
- (iii) Any other particular you notify to “PETROGAZ SOCIÉTÉ ANONYME HELLÉNIQUE DE GAZ LIQUIDE, DE PRODUITS INDUSTRIELS ET ENTREPRISES GENERALES” on your own initiative in your own communication with us.

4.3 Data which have been provided by you to PETROGAZ S.A. concerning other persons (e.g. your associates etc.) will be subject to processing by us in accordance with the terms of the present Statement. You are responsible on the accuracy of these data and information and must also ensure that the hereinabove subjects are informed on the personal data which have been provided by you as well as the manner in which they will be subjected to processing by the Company.

5. HOW WE USE YOUR PERSONAL DATA

5.1 Your personal data will be used in the framework and for the needs of the service and the management of our cooperation relations, especially for the fulfilment of the obligations pursuant to the terms of our contract or / and the *ex lege* obligations of PETROGAZ S.A. or possibly, or for the legal business aims of PETROGAZ S.A.

5.2 There will be subjected to processing only those personal data which are relevant and are related to a specific purpose of processing and on our part we will try always to restrict the usage of your personal data to the absolutely necessary.

5.3. Your personal data can be used for the following indicatively referred aims:

- (i) The management of our relationship and the monitoring of the course of our cooperation relationship including the performance and the monitoring of any monetary transactions as well as of judicial but also other extrajudicial actions, where required,
- (ii) For reasons of the internal operational and computerisation service or for statistical and historical grounds.
- (iii) Also, we will use your personal data for the improvement of the operation of our Company but also for our communication with you always in accordance with the framework stipulated by the currently standing national and European legislation on personal data protection.

6. TO WHOM YOUR PERSONAL DATA ARE NOTIFIED

6.1 Your personal data will be made available only to duly authorised employees of PETROGAZ S.A., who are entrusted with duties concerning the management of our between us relationship.

- 6.2 In the framework of our business operation we may notify your information to suppliers who provide to us services, such as for example companies of security service provision, of Information Technology services, external lawyers, companies of chartered accountants – auditors etc., as well as other natural or legal persons with whom we cooperate or may cooperate directly or indirectly for these purposes.
- 6.3 Our said suppliers may proceed to acts of processing in your personal data for our account. We prohibit to the said suppliers to make use of the hereinabove information or to notify them for any other purpose other than the service provision for our account.
- 6.4 Your personal data also could be notified to third persons who have contracted with us in the conduct of our business operations, where such notification of the data is deemed as necessary for the hereinabove aims.
- 6.5 We will ensure that your personal data are protected sufficiently and properly when they are notified to authorised third persons.
- 6.6 Your personal data will be notified only to those third persons who have a lawful need to acquire access to them and have a contractual obligation to ensure their protection.
- 6.7 We may decide, for strategic or other business aims, the sale or the transfer of our business activity in full or in part. In the framework of the sale or transfer in question, we may transmit information which we have collected and stored, including your personal information to any involved party in the sale or transfer.
- 6.8 By derogation, we may notify your personal data to third parties, including the competent police and prosecutorial authorities, only insofar there exists *ex lege* a related obligation thereto, or we are obligated pursuant to a decision / order of a judicial, regulatory or public authority.

7. WHERE YOUR PERSONAL DATA ARE TRANSMITTED

- 7.1 Your personal data which we collect are stored in secure servers which are installed within Greece.
- 7.2 In the framework of the processing which is described in the present Statement of Information, we assign the processing, or we notify your personal data to third parties, who are established in countries outside of the European Economic Area. Thus, your personal information may be subjected to processing by personnel who is operating outside of the EEA and is working for us or for one of our suppliers. The personnel in question may be employed inter alia, in the provision of support services.
- 7.3 Regardless of the country to which your personal data are notified, we notify your personal data only in those cases when there is a strict need for it and always in

compliance with the appropriate security safeguards (such as the authorised Standard Contractual Clauses).

7.4 You have a right to request a copy of the hereinabove by contacting us at the email address gdpr@petrogaz.gr.

8. FOR WHICH TIME PERIOD YOUR PERSONAL DATA ARE MAINTAINED

8.1 We will retain your personal data for whichever time period is absolutely necessary for the attainment of the aim of their collection but also in compliance with the related legislation. Your personal data which we collect pursuant to the Present Statement will be retained also following the dissolution of the existing between us cooperation with the purpose of the compliance with any of our obligations by the law but also for the service of the legal business interests of the Company.

8.2 Where your personal data are not necessary for the hereinabove aims, they will be destroyed with safety.

9. THE RIGHTS THAT YOU HAVE

9.1 Without prejudice to the standing legislation, you have the right of access, namely following a request on your part to be informed on the extent to which your personal data are subject to processing or not and to receive further information thereupon.

9.2 Furthermore, you have the right to request the correction of your inaccurate personal data. Also, insofar as the requirements of the law are fulfilled, you have the right of erasure, the right of the restriction of processing, the right to the portability of your data and the right of opposition to the processing.

9.3 To the extent that the processing is based on your consent, you may revoke at any point your consent, without yet affecting the lawfulness of the processing which was based on your consent prior to its revocation.

9.4 Last, you may submit a complaint with the competent Authority of the Personal Data Protection.

9.5 You may exercise your foregoing rights contacting at the address gdpr@petrogaz.gr.

9.6 If such a request on your part has as a result the breach of the obligations which derive from the laws, regulations or the code of correct practice of PETROGAZ S.A., or in the event that the making available of the information would have as a result the disclosure of the personal data of another individual, we possibly may not be able to satisfy your request but in any event you can request the restriction of the usage of your personal data for further processing.

10. DATA SECURITY

- 10.1 We are committed to ensure that we will implement a series of technologies and security processes to protect the integrity and the safety of all our information, including also the personal data which we retain.

11. COMMUNICATION WITH THE COMPANY

- 11.1 If you have any question concerning the present Statement of the Company or if you wish to exercise one of your rights which you have as a data subject, you may do so via the email gdpr@petrogaz.gr.

12. CHANGES IN THE STATEMENT OF INFORMATION

- 12.1 If we amend this present Statement of Information, we will notify the revised statement with an updated revision date. In the event of significant changes in the Statement of Information of the company, which significantly differentiate our practices on personal data protection we will inform you via the posting of a related notice on the corporate website.