

1. GDPR

INFORMATION ON PERSONAL DATA PROCESSING (GDPR)

PERSONAL DATA CONTROLLER The controller of personal data is Kancelaria Radcy Prawnego Dorota Majcher-Czyż (hereinafter: "Law Firm"). Contact details: correspondence address: ul. Zamknięta 10, office no.1.5, 30-554 Kraków, email: dmajcherczyz@legal-krakow.pl, phone: 668 489 999.

PURPOSES AND LEGAL BASIS FOR PROCESSING

1) In the case of clients of the Law Firm: Personal data is processed to: provide legal advice by the Law Firm to the Client, including for the purpose of representing the Client before authorities and courts, provide legal advice, draft legal acts; conclude and perform agreements on the basis of which the Law Firm provides legal advice; undertake activities related to the prevention of money laundering and financing of terrorism that the Law Firm is obliged to undertake; fulfil the requirements resulting from tax and accounting regulations by the Law Firm, including keeping tax records and storing accounting documents; pursue potential claims under agreements on the basis of which the Law Firm provides legal advice; maintain archives. The provision of personal data is voluntary, but necessary to satisfy the above-mentioned purposes. The legal basis for the processing of personal data is: performance of agreements on the basis of which the Law Firm provides legal advice or to take action at the request of the data subject before concluding such an agreement; fulfilment of legal obligations incumbent on the Law Firm; the purposes resulting from the legally justified interests pursued by the Law Firm, i.e. prevention of fraud, ensuring network and information security, asserting claims.

2) In the case of persons representing the Law Firm's clients or persons designated for contact or who contact the Law Firm on behalf of the Law Firm's clients: Personal data are processed to: contact persons representing the Law Firm's client or persons designated to contact or contacting the Law Firm on behalf of the Law Firm's client in connection with concluding and performing an agreement on the basis of which the Law Firm provides legal advisory services; contact persons representing the Law Firm's client or persons designated to contact or contacting the Law Firm on behalf of the Law Firm's client in connection with providing legal advisory services; comply with the Law Firm's requirements under tax and accounting regulations, including keeping tax records and storing accounting documents; pursue potential claims under agreements on the basis of which the Law Firm provides legal advisory services; maintain archives. The provision of personal data is voluntary, but necessary to satisfy the above-mentioned purposes.

The legal basis for the processing of personal data is: fulfilment of legal obligations incumbent on the Law Firm; the purposes resulting from the legally justified interests pursued by the Law Firm, i.e. communication in order to cooperate with the Law Firm's clients, asserting claims.

RETENTION PERIOD OF PERSONAL DATA The Law Firm stores the Clients' personal data for the period necessary to conclude and perform agreements on the basis of which the Law Firm provides legal advice and resulting from tax and accounting obligations, as well as for the period resulting from the statute of limitations of claims.

RECIPIENTS OF PERSONAL DATA The Law Firm transfers personal data to the suppliers of goods and services to whom it outsources its processing, e.g. accounting company, IT company, couriers, subcontractors. These entities process the data on the basis of agreements concluded with the Law Firm and only as instructed by the Law Firm.

RIGHTS IN RELATION TO THE PROCESSING OF PERSONAL DATA Data subjects have the following rights in relation to the processing of their personal data: the right to access their personal data, including obtaining a copy of such data; the right to request rectification or completion of such data; the right to request erasure of the data; the right to request restriction of processing; the right to object to the processing of their data due to their particular situation – to the extent that the Law Firm processes the data on the basis of a legitimate interest.

Right to lodge a complaint with a supervisory authority Data subjects have the right to lodge a complaint with the supervisory authority dealing with the protection of personal data, i.e. the President of the Office for Personal Data Protection.