



Privacy policy

The Law Firm **Jaworski i Partnerzy Kancelaria Radców Prawnych** with its registered office in Kraków [KRS 0000535954 | REGON 360345645 | NIP 6793106480] processes your personal data in accordance with the principles and requirements specified inter alia in 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 (General Data Protection Regulation) (“**GDPR**”).

For better understanding of our privacy policy and the way we use your personal data, we present you with the following Document.

Personal data provided by you are controlled by the professional partnership operating under the business name **Jaworski i Partnerzy Kancelaria Radców Prawnych** with its registered office in Kraków, **ul. Radzikowskiego 1, 31-305 Kraków**, email: **office@jmklegal.pl** (“**Law Firm**”).

- I. The Law Firm has appointed **Michał Jaworski** as the **Data Protection** Officer. You can contact the Data Protection Officer by sending correspondence to the address of the Law Firm, by email: **mjaworski@jmklegal.pl** or by phone: **+606 976 700**.





II. The personal data provided by you are or may be processed for the following purposes:

- **in the case of a future or binding contract**, your personal data will be processed in order to answer the inquiry, provide an offer or implement the provisions contained in the contract; the legal basis for the processing of personal data in this case is Article 6(1)(a) or (b) of the GDPR, i.e. processing takes place on the basis of your consent or is necessary for the performance of a contract to which the data subject is a party, or to take steps at the request of the data subject prior to concluding a contract,
- **in order to establish or maintain a business relationship with you**; the legal basis for the processing of personal data in this case is Article 6(1)(a) or (b) of the GDPR, i.e. your consent or the content of the concluded contract,
- **for tax settlement purposes** (Article 6 (1)(c) of the GDPR) and for **archiving purposes** in the event of a legal need to prove facts and in order to possibly establish, investigate or defend against claims, which is our legitimate interest (Article 6(1)(f) of the GDPR),

III. We take care to ensure the confidentiality of your personal data and we limit their processing by other entities. However, due to the need to provide us with an appropriate organisation, e.g. in the field of IT infrastructure or current matters related to our business, as an entrepreneur, including accounting and bookkeeping, we can entrust our subcontractors, i.e. entities whose services we use, with the processing of certain personal data. The Law Firm entrusts the processing of personal data under and on the basis of outsourcing agreements and in accordance with the requirements of Article 28 of the GDPR (processors who process personal data at the request of the Law Firm). Please be advised that your personal data may be disclosed or made available to recipients or third



parties, which may be business partners cooperating with the Law Firm, only to the extent necessary and on the basis of the aforementioned contracts.

- IV. Please be advised that your personal data will be processed for the period necessary to achieve the purposes listed in section 2 above, i.e. for the period necessary to implement the provisions of the contract and, after this period, based on the currently applicable provisions of the law, no longer than five (5) years from the end the tax year in which the activities performed were paid for within the scope of the Law Firm's remuneration.
- V. Part of your data may be processed for archiving purposes after the expiry of the previously indicated periods for the duration of our business activity, no longer than for a period of six (6) years from the end of the calendar year in which our cooperation ended.
- VI. In accordance with the GDPR, we inform you that you have the right to request the Law Firm to give you access to your personal data, to rectify or delete them or to limit their processing, the right to object to their processing as well as the right to data portability.
- VII. In accordance with the GDPR, we inform you that in the case of the processing of your personal data based on your consent, you may withdraw all your consents to the processing specified in section 2 at any time, without affecting the lawfulness of the processing which was carried out on the basis of your consent before its withdrawal.
- VIII. The person whose personal data are processed has the following rights related to the processing of their personal data:
 - the right to access their personal data,
 - the right to request the rectification of their personal data,
 - the right to request the deletion of their personal data,



- the right to request the limitation of the processing of their personal data,
 - the right to lodge a complaint regarding the processing of their data to the supervisory body, which is the President of the Office for Personal Data Protection in Warsaw, ul. Stawki 2, 00-193 Warsaw (the body succeeding GIODO).
- IX. Please be advised that in connection with the implementation of the purposes set out in section 2 above, the provision of personal data may be of the following nature:
- contractual, i.e. in the case of a contract concluded between the Law Firm and the Client, providing personal data is a condition for concluding a contract, where failure to provide personal data will result in the inability to conclude the contract and implement its provisions,
 - voluntary, when providing data is necessary to implement the purposes specified in section 2 above, i.e. within the scope of establishing or maintaining business relationships.
- X. Please be advised that the data provided are not subject to automated decision making specified in Article 22 of the GDPR.
- XI. Please be advised that your personal data are not transferred to any third country, unless the specificity of the outsourced activities requires it, in which case the data will be transferred on the basis of a separate agreement concluded between the Client and the Law Firm.