

Kancelaria Radcy Prawnego
Mateusz Jasiński
Marynarki Polskiej Street 163
80-868 Gdansk

**INFORMATION ON THE PROCESSING OF PERSONAL DATA
CONTRACTORS OF THE JASIŃSKI LAW FIRM BASED IN GDAŃSK
(SUPPLIERS, CONTRACTORS, COLLABORATORS)**

I. Administrator of your personal data

The administrator of your personal data is us, i.e. Kancelaria Radcy Prawnego Mateusz Jasiński with registered office in Gdańsk, ul. Marynarki Polskiej 163, 80-868 Gdańsk, NIP 5842452225, REGON 220143700 ("**Administrator**")

II. Contact details of the Administrator

Address for correspondence: ul Marynarki Polskiej 163, 80-868 Gdańsk

Email address: rodo@jasinski-kancelaria.pl

Telephone number: 798 280 844

III. Purposes and grounds for processing personal data

We process your personal data for:

1. the conclusion and proper performance of the contract between us and you as our contractor, including taking action at your request prior to the conclusion of the contract - the legal basis for the processing of personal data in this regard is Article 6(1)(b) of 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 ("**GDPR**");
2. to conduct correspondence in writing, via email, to handle complaints, as well as to conduct telephone calls to the extent that this is necessary for the performance of the Agreement; the legal basis for the processing of personal data in this regard is Article 6(1)(f) GDPR, i.e. our legitimate interest;
3. to comply with legal obligations incumbent on us under generally applicable legislation, including in particular accounting law, tax law, anti-money laundering and anti-terrorist financing legislation; the legal basis for the processing of personal data in this regard is Article 6(1)(c) GDPR, i.e. to comply with legal obligations incumbent on us;
4. the establishment or assertion of possible claims or the defence against such claims by the Controller; the legal basis for the processing of personal data in this regard is Article 6(1)(f) GDPR, i.e. our legitimate interest.

IV. Recipients of the data

We will share your personal data with our employees and associates, as well as with entities providing services to us, such as:

- (i) accounting, tax, legal services,
- (ii) providers of IT systems, IT and telecommunications services,
- (iii) postal operators and couriers,
- (iv) banks and other payment service providers, insurers,
- (v) entities providing document archiving and destruction services,
- (vi) to other contractors and customers with whom we do business, to whom we provide services or from whom we use services.

Your personal data may also be forwarded to authorised authorities to the extent required by applicable law.

V. Transfer of data to a third country

We will not transfer your personal data outside the European Union or to international organisations.

VI. Data retention period

We will process your personal data for the duration of the contract we have concluded with you and, where the processing is necessary for the Administrator to establish, assert or defend against such claims, for the period of limitation of such claims provided by law.

In addition, once the contract has ended, your personal data will be processed to the extent and for the duration required by law for the retention of accounting records and by anti-money laundering and anti-terrorist financing legislation.

VII. Your rights

In relation to the processing of your personal data, you are entitled under the GDPR and under the conditions set out therein:

1. **The right to access** your data and to receive a copy of it;
2. **The right to rectification** (correction) of your data;
3. **The right to erasure** - if you believe that there are no grounds for us to process your data, you can request that we erase it;
4. **Right to request restriction of processing** - you have the right to request restriction of processing if:
 - a) we have inaccurate data about you (for a period of time to allow us to check the accuracy of the data) or
 - b) we process your data unlawfully, but you do not want us to delete it or
 - c) we no longer need your data for the purposes of the processing, but you need them in order to establish, assert or defend your claims, or
 - d) you raise an objection based on your particular situation to our processing of your data based on legitimate interests for purposes other than direct marketing (until we determine whether our legitimate interests override the grounds for your objection);

If processing is restricted, then we will only be able to process your data, with the exception of storage, with your consent or in order to establish, assert or defend claims or to protect the rights of another natural or legal person.

5. **Right to object to processing** - you have the right to object on grounds relating to your particular situation to the processing of your data where we process it on the basis of legitimate interests for purposes other than direct marketing (in which case, if you demonstrate your

particular situation, we will cease processing your data for that purpose unless we demonstrate the existence of valid legitimate grounds for processing overriding your interests, rights and freedoms or grounds for establishing, asserting or defending claims);

6. **Right to data portability** - you have the right to receive from us in a structured, commonly used, machine-readable format the personal data concerning you that you have provided to us and you can instruct us to send this data to another controller if the processing is based on your consent or under a contract and the processing is carried out by automated means;
7. **The right to lodge a complaint with a supervisory authority** - if you believe that we are processing your data unlawfully, you have the right to lodge a complaint with a supervisory authority (the President of the Office for Personal Data Protection).

If you wish to exercise your rights, please contact us at the address shown above.

VIII. Information on whether the data are required or voluntary

Your provision of personal data is necessary for the performance of the contract between us and in order to pursue our legitimate interests indicated above, and to a certain extent required by law.

Failure to provide data will result in the impossibility of concluding a contract or continuing cooperation with us, or in the non-fulfilment of certain obligations or rights of the contractual parties. Failure to provide contact data (e-mail address, telephone number, mailing address) may make the respective form of contact impossible.

IX. Automated processing and profiling of data

We do not make decisions about a person by automated means or based on profiling.