

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

INFORMATION ON THE PROCESSING OF PERSONAL DATA REPRESENTATIVES, EMPLOYEES AND CONTRACTORS OF THE JASIŃSKI LAW FIRM BASED IN GDANSK

I. Administrator of your personal data

The administrator of your personal data is us, i.e. Kancelaria Radcy Prawnego Mateusz Jasiński with its 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. Source of personal data

Your personal data has been made available to us by our contractor of which you are a representative, employee, collaborator, subcontractor. The sharing of this data with us has taken place in connection with a contract between us and this contractor.

IV. Categories of personal data

We process the following categories of your personal data: first name, last name, job title, contact details (email address, telephone number), details to confirm your identity (where there is a need to confirm your identity), information about activities performed by you in connection with the contract.

V. Purposes and grounds for processing personal data

We process your personal data for:

1. the conclusion and proper performance of a contract between us and our contractor of which you are a representative, employee, collaborator, subcontractor - the legal basis for the processing of personal data in this regard is Article 6(1)(f) 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 contract concluded between us and our contractor, of which you are a representative, employee, co-worker, subcontractor; 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.

VI. Recipients of the data

We will transfer your personal data to our employees and associates and to 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.

VII. Transfer of data to a third country

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

VIII. Data retention period

We will process your personal data for the duration of the contract concluded between us and our contractor of which you are a representative, employee, collaborator, subcontractor. The duration of the processing of your personal data may be extended each time by the period of limitation of claims, if the processing of your personal data is necessary for the Administrator to assert or defend against possible claims.

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.

IX. 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. **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.

X. Information on whether the data is required or voluntary

Your provision of personal data is necessary for the conclusion and performance of the contract between us and our contractor, of which you are a representative, employee, collaborator or subcontractor, and in order to pursue our other legitimate interests indicated above, and to a certain extent required by law.

Failure to provide data will result in the impossibility to conclude a contract or to continue the cooperation between us and our contractual partner, or in the non-fulfilment of certain obligations or rights of the parties to this contract. Failure to provide contact details (e-mail address, telephone number, mailing address) may prevent a given form of contact.

XI. Automated processing and profiling of data

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