

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

**INFORMATION ON THE PROCESSING OF PERSONAL DATA
CLIENTS OF THE JASIŃSKI LAW FIRM BASED IN GDANSK
(PERSONS FOR WHOM THE FIRM PROVIDES LEGAL ASSISTANCE)**

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. 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 customer, 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 contract concluded with you; the legal basis for the processing of personal data in this respect is Article 6(1)(f) GDPR, i.e. our legitimate interest;
3. to comply with legal obligations incumbent upon us under generally applicable legislation, including in particular the provisions of civil, criminal and administrative procedure, the Solicitors Act, accounting regulations, tax law, anti-money laundering and anti-terrorist financing regulations; the legal basis for the processing of personal data in this regard is Article 6(1)(c) of the GDPR, i.e. to comply with legal obligations incumbent upon 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;
5. direct marketing; the legal basis for the processing of personal data in this regard is Article 6(1)(f) GDPR, i.e. our legitimate interest;
6. to post on our website and social media profile information about transactions you have carried out, projects, events in which our law firm has participated or handled, as well as

references you have provided to us (including the publication of your image, if you have given your consent); the legal basis for the processing of your personal data in this respect is Article 6(1)(a) GDPR, i.e. your consent,

7. to establish, assert or defend claims (where you have provided us with data about your health in order for us to assert such claims on your behalf); the legal basis for the processing of personal data in this regard is Article 9(2)(f) of the DPA.

IV. Source of data and categories of personal data (for ex officio cases)

If our Office has been appointed as your ex officio attorney, we would like to inform you that we have received your personal data from the court in which the proceedings to which you are a party are pending (via the Regional Chamber of Legal Advisers in Gdańsk).

In this case, we process the following categories of your personal data: your name, your PESEL number, your residential address, data relating to your application for an ex officio representative and information relating to the subject matter of the case (proceedings).

V. Recipients of 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 with whom we do business or whose services we use.

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

With regard to your data that we have posted on our website or social media profile with your consent, access to this data will be granted to users who visit our website or social media profile.

VI. Transfer of data to a third country

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

VII. Data retention period

We will process your personal data for the duration of the contract we have concluded with you and, where we have been appointed as your legal representative, until the final conclusion of the proceedings or the earlier termination of our duty to represent you in the case.

Where the processing of your data is necessary for the establishment or assertion of claims or the defence against such claims by the Administrator - we will process your data 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, anti-money laundering and anti-terrorist financing records and for the duration required by the Legal Advisers Act.

Where your consent is the basis for processing, this data will be processed until you withdraw your consent. In respect of your data that we process for direct marketing purposes, this data will be processed until you object to the processing of this data.

VIII. 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. **the right to object to the processing of your data** where we process it for direct marketing purposes, to the extent that the processing is related to such direct marketing;
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);
8. **The right to withdraw consent to the processing of personal data** - you have the right to withdraw your consent to the processing of those personal data which we process on the basis of your consent at any time. However, revoking your consent does not affect the lawfulness of the processing we have carried out on the basis of your consent and before revoking it.

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

IX. 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 or performing the contract or in the non-fulfilment of certain obligations or rights of the contractual parties. Failure to provide contact details (e-mail address, telephone number, mailing address) may prevent a given form of contact.

With regard to your data posted on our website and social media profile, the provision of personal data is voluntary and occurs through your consent to our processing of your personal data.

X. Automated data processing and profiling

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