

Kancelaria Radcy Prawnego  
Mateusz Jasiński  
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80-868 Gdansk

## INFORMATION ON PROCESSING OF PERSONAL DATA REPRESENTATIVES, EMPLOYEES AND CLIENTS' ASSOCIATES 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 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](mailto: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 client of which you are a representative, employee, collaborator, subcontractor. The sharing of this data with us took place in connection with a contract concluded between us and this client.

### IV. Categories of personal data

We process the following categories of your personal data: first name, surname, position, contact details (e-mail address, telephone number), details confirming your identity and nationality (where there is a need to confirm your identity or nationality), 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 client 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 client, 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) of the DPA, i.e. our legitimate interest;

3. to comply with legal obligations incumbent on us under generally applicable laws, including in particular the provisions of civil and administrative procedure, the Act on Legal Advisers, accounting law, tax law, anti-money laundering and anti-terrorist financing law; 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;
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 the testimonials you have provided to us on behalf of our client of whom you are a representative, employee or associate (including the publication of your image if you have given your consent); the legal basis for the processing of personal data in this regard is Article 6(1)(a) of the DPA, i.e. your consent.

## **VI. Recipients of 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 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 posted on our website or social media profile, this data will be accessed by visitors to our website or social media profile.

## **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 client, 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, anti-money laundering and counter-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.

## 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 the 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.

## X. Information on whether the data are required or voluntary

Your provision of personal data is necessary for the conclusion and performance of the contract between us and our client, 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 customer, 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.

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.

## **XI. Automated data processing and profiling**

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