

## Privacy Policy

The purpose of this Privacy Policy is to define rules on the processing and protection of personal data of persons visiting the website [www.mojprawnik.eu](http://www.mojprawnik.eu) and using the services offered through it. It also fulfill the information obligation under Article 13 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 (General Data Protection Regulation; Journal of Laws UE L119 of 4.05.2016, p. 1).

### 1. General Provisions

1.1. The data Controller is Kancelaria Radców Prawnych Joanna Wasilewska & Partnerzy, with its registered office at ul. 28 Czerwca 1956 r. no. 223/229 apt. 25, 61-485 Poznań, NIP: 848-118-86-64, REGON: 639641780.

1.2. Personal data protection takes place in accordance with the principles set out in the generally applicable law, and their storage takes place on secured servers.

1.3. For the purposes of this document, it is assumed that:

- **Data** means personal data, and personal data shall mean any information relating to an identified or identifiable natural person, who can be identified directly or indirectly.
- **The Law Firm** means the company: Kancelaria Radców Prawnych Joanna Wasilewska & Partnerzy, with its registered office at ul. 28 Czerwca 1956 r., 223/229 apt. 25, 61-485 Poznań, NIP: 848-118-86-64, REGON: 639641780.
- **The server log** means information sent to the server by the Person's computer each time Person connect to the Website, it may contain various data (e.g. type of web browser, IP address) from which it is possible to more or less accurately determine where the connection was made from.
- **Person** means the data subject.
- **Processor** means a natural or legal person, public authority, unit or other entity that processes personal data on behalf of the controller (e.g. external accounting, tax, HR and payroll, IT services).
- **GDPR** means 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 (Journal of Laws UE L119 of 4.05.2016, p. 1).
- **Website** means the website: [www.mojprawnik.eu](http://www.mojprawnik.eu)

### 2. Collecting of personal Data via Website

2.1. The website does not perform the Data collecting function, except where the Person provides it voluntarily as follows:

- 2.1.1. by sending an e-mail to the Law Firm's e-mail address provided on the Website,
- 2.1.2. by verbal transmission via telephone contact provided on the Website,
- 2.1.3. by filling in the contact form on the Website.

### **3. Data controller and Data processing rules**

3.1. The Law Firm is the Data Controller of the personal data of its clients and persons using the Website. This means that if you contact the Law Firm via the Website, in the manner specified in point 2 above, the Law Firm processes the Data to the extent agreed with you in advance. This is generally done for the purposes of drawing up and fulfilling the contract.

3.2. When processing Data, the Law Firm follows the principles of legality, reliability, transparency, minimization, adequacy and correctness of the processed data, formulated in the provisions of the GDPR. The data is processed for no longer than necessary and with adequate security, in accordance with the Security Policy adopted by the Law Firm.

3.3. Personal data is processed:

3.3.1. in accordance with the provisions of the GDPR and the relevant polish provisions on the protection of personal data,

3.3.2. in accordance with this Privacy Policy,

3.3.3. in accordance with the Security Policy adopted by the Law Firm,

3.3.4. to the extent and for the purpose necessary to create, establish, amend, correctly implement or terminate the contract and provide services, or in order to answer an enquiry,

3.3.5. to the extent and for the purpose necessary to fulfill legitimate interests (legitimate purposes), and the processing does not violate the rights and freedoms of the Data subject.

### **4. Processing period**

4.1. The data obtained in connection with the conclusion of the contract is processed by the Law Firm:

4.1.1. until the end of the limitation period for potential claims under the contract,

4.1.2. until the end of the period resulting from the obligation to store accounting documents due to the article 70 § 1 of the Tax Ordinance (Journal of Laws 2019.900, i.e. of 2019.05.14) - that is for 5 years from the end of the calendar year in which the deadline for payment of the tax on conclusion of the contract expired.

4.2. In addition to the above-mentioned cases, the Law Firm stores the Data for 10 years from the end of the year in which the procedure in which the personal data was collected ended (Article 5c (1) (2) (c) of the Act of 6 July 1982 on legal advisers, Journal of Laws No. .U.2018.2115, i.e. from 2018.11.07).

### **5. Rights under GDPR**

5.1. The Data subject has the right to request access to the Data and receive a copy thereof, the right to rectify the Data, the right to delete the Data, the right to limit the processing of Data, the right to object to the processing of Data, the right to transfer the Data, the right to lodge a complaint to supervisory authority - the President of the Personal Data Protection Office.

5.2. The Law Firm has the right to process Personal Data after the termination of the contract or withdrawal of consent only if it is necessary to pursue any claims in the court, or if national or EU regulations or international law oblige or authorize the Law Firm to store the Data.

5.3. Data may be removed as a result of withdrawal of consent or filing a legally admissible objection to the processing of personal data. Withdrawal of consent does not affect the legality of the processing carried out before its withdrawal.

5.4. The Law Firm has the right to share personal data of the Person with entities authorized under the applicable law (e.g. law enforcement authorities, tax authorities).

5.5. The Law Firm does not share Data with entities other than Processors (subcontractors) on behalf of and on a documented request of the Data Controller, in particular companies: accounting, legal, forwarding, postal, IT - only to the extent necessary as part of using their services.

5.6. Personal data in the Law Firm are processed only by authorized persons or by the Processor with whom the Law Firm closely cooperates.

5.7. The Law Firm does not export Data to a third country.

5.8. In order to use your rights, please contact the Law Firm in the following way:

- by e-mail to the following address: office@mojprawnik.eu,
- by phone at the following phone no: 61 852 02 64,
- via traditional mail (letter) to the following address: Kancelaria Radców Prawnych Joanna Wasilewska & Partnerzy, ul. 28 czerwca 1956r. 223/229 apartment 25, 61-485 Poznań.

## **6. Cookies**

The website does not use cookies.

## **7. Server logs**

7.1. Information about each connection of Persons with the Website is stored on the server layer. These data is used only to manage the Website and to ensure the security and improvement of the hosting services provided.

7.2. The above information is not associated with specific Users browsing the Website and is not used for profiling (in the meaning concluded in the GDPR).

7.3. The Law Firm may be required to provide information collected by the website to authorized bodies on the basis of lawful requests to the extent resulting from the request.

## **8. Amendments of the privacy policy**

8.1. The Law Firm reserves the right to amend this Privacy Policy at any time.

8.2. Amendments to the Privacy Policy shall enter into force upon their publication on the Website.