

Information clause for clients of JGA Kancelaria Radców Prawnych Galwas, Ginckaj, Morawiec, Olszewski, Stankiewicz Sp. p.

In connection with the provision of legal services, the Law Firm processes the data of the following persons:

1. clients or potential clients who are natural persons;
2. in the case of clients/potential clients of the Law Firm who are legal persons or organisational units without legal personality - personal data of persons authorised to represent these entities, as well as data of employees and co-workers of the above-mentioned entities;
3. persons whose data has been obtained on the occasion of rendering services to the Law Firm's clients.

In accordance with the obligation under the General Data Protection Regulation of 27 April 2016 (Official Journal of the EU L No. 119, hereinafter "GDPR"), we inform you:

1. the administrator of your personal data is JGA Kancelaria Radców Prawnych Galwas, Ginckaj, Morawiec, Olszewski, Stankiewicz Sp. p. with its registered office in Katowice at 34 Kilińskiego Street.
2. If you have any questions related to the processing of your personal data by us, we encourage you to contact us at the e-mail address: wkubis@jga.com.pl and in writing to the address of our registered office with the note 'personal data protection'.
3. Your personal data will be processed for the purposes of:
 - a. the conclusion and performance of a contract, i.e. on the basis of Article 6(1)(b) GDPR, including in particular a contract for the provision of legal services;
 - b. fulfilment of legal obligations incumbent on the controller pursuant to Article 6(1)(c) of the GDPR, resulting from European Union or Polish law, including inter alia the performance of tax settlements;
 - c. resulting from legitimate interests pursued by the controller or a third party on the basis of Art. 6 (1)(f) of the GDPR, which we consider in particular to be: the investigation, establishment and defence of claims, prevention of fraud, ensuring the security of the IT environment, the application of internal control systems, maintaining good business relations, sending newsletters with information about changes in the law and the procedures applied, establishing conflicts of interest and ethical violations to the extent necessary to prevent abuse, for archival and statistical purposes, as well as the provision of services to the customer, in situations where the interests of the customer override the interests, rights and freedoms of the data subject.

4. In connection with the aforementioned purposes, the Law Firm will process the following categories of personal data where this is necessary for the services provided:

- a. data aimed at confirming identity such as e.g. first and last name, PESEL number, identity card number, date of birth;
- b. business data such as e.g. job title, telephone number and e-mail address;
- c. contact data such as e.g. telephone number, email address, address of residence;
- d. tax identification data, e.g. NIP;
- e. data concerning education and professional experience;
- f. data concerning assets and financial situation;
- g. data concerning professional, economic activities;
- h. data concerning marital status.

In addition, the Law Firm may process other categories of personal data insofar as the data cannot be classified in any of the groups indicated and the processing is carried out for the purposes set out in this notice.

5. Your personal data will be stored:

- a. for the purpose of performing the contract(s) - for the duration of the contract and up to 10 years from the end of the year in which the case in which the personal data was collected ended;
- b. for the purpose of establishing, investigating or defending against claims - until the statute of limitations for claims;
- c. for the purpose of fulfilling the Law Firm's legal obligations - until the expiry of the legal obligations;
- d. for the purpose of pursuing the legitimate interests of the data controller or a third party - until the legitimate interest ceases or until an objection is raised.

6. In the event that your data have not been provided to the Law Firm personally, the source of the data is the Law Firm's client for whom the legal service is provided, within the framework of which we process your personal data.

7. You have the right to request from the controller access to your personal data, the right to rectify, erase or restrict their processing, the right to data portability - if the processing is based on consent or agreement, the right to object to the processing - if the processing is based on the legally justified interest of the controller or a third party, to the extent indicated by law.

Upon receipt of an objection, the Law Firm will cease to process your data for the aforementioned purposes to which you have objected, unless it can demonstrate the existence of valid legitimate grounds for the processing, overriding your interests, rights and freedoms or grounds for establishing, pursuing or defending against claims.

8. You have the right to lodge a complaint with the President of the Data Protection Authority if you consider that the processing of personal data concerning you violates data protection legislation.

9. The provision of personal data is obligatory based on legal provisions and otherwise voluntary. With regard to the processing of personal data for the purpose of fulfilling legal obligations incumbent on the controller, the obligation to provide data is a statutory requirement. In the case of the processing of your data for the purpose of concluding and performing a contract, as well as for the purpose of fulfilling the legitimate legal interests of the data controller or a third party - the provision of personal data is voluntary, but necessary for the conclusion and performance of a contract with the Law Firm. If the processing of your personal data takes place on the basis of consent, you may withdraw your consent at any time, whereby the withdrawal of consent shall not affect the legality of data processing carried out on the basis of such consent before its withdrawal.

10. Your data will not be subject to automated decision-making, including profiling.

11 The recipients of your data are the following categories of entities:

a. entities that are authorised to process by law (e.g. courts and administrative authorities);

b. entities that process data on our behalf, involved in the performance of the controller's activities (e.g. our employees, associates, IT service providers);

c. Other entities to which the transfer of data is necessary for the performance of a specific action in the course of the performance of a contract, e.g. (I) payment institutions - in the case of making judicial/ fiscal payments on your behalf; (II) providers of IT systems and services; (III) postal and courier operators; (IV) providers of advisory services and accounting and financial services; (V) entities engaged in professional document shredding; (VI) attorneys, legal counsels, notaries and other entities providing legal services cooperating with the Office and deciding themselves about the purposes and ways of data processing.