

INFORMATION CLAUSE
- clients/contractors

Pursuant to art. 13 sec. 1 and 2 of the Regulation (EU) No. 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)(further referred to as: GDPR) we would like to provide you with some important information.

1. WHO IS THE CONTROLLER OF YOUR DATA? WHO IS THE DATA PROTECTION OFFICER?

The Personal Data Controller is MSDS LEGAL SZCZOTKA SZCZYGIĘŁ spólka komandytowo-akcyjna at ul. 1 Dywizji Pancерnej 45/106, 43-300 Bielsko-Biala, POLAND, NIP [Taxpayer Identification] Number: 5472075775, REGON [Statistical Identification] Number: 240728336, KRS [National Court Register] Number: 0000943538, phone no. +48 33 498 37 35, e-mail:biuro@msdslegal.pl (further: the "Controller"). You may also contact our Data Protection Officer: phone no.: +48 33 498 37 35, e--mail: iod@msdslegal.pl.

2. WHAT IS THE LEGAL BASIS FOR THE PROCESSING OF YOUR DATA? WHY DO WE PROCESS YOUR DATA?

We process your data in connection with our business activities because:

- a) it is necessary in order to implement a contract or to take actions associated with conclusion of the contract (art. 6 sec. 1.b of GDPR),
- b) it is also necessary in order to comply with legal obligation imposed on the Controller (art. 6 sec. 1.c of GDPR) that consists in archiving to the extent necessary for the performance of legal obligations, in particular those arising from the provisions of the tax law, accounting law.

Also, a legitimate interest of the Controller (art. 6 sec. 1.f of GDPR) forms the legal basis for the processing of your data, and this interest consists in:

- a) any determination, assertion or defence of claims arising out of the implementation of the contract;
- b) direct marketing of services offered to the extent permitted by the professional association.

Moreover, the legal basis of the processing of data includes, in particular, the following legal acts:

- the Act of 10 May 2018 on Personal Data Protection (Journal of Laws 2018.1000 as amended);
- the Act of 6 July 1982 on Legal Advisers (unified text: J.oL. of 2018, item 2115).
- the Act of 26 May 1982 on the Profession of Advocates (unified text: J.oL. of 2018, item 1184 as amended);
- the Act of 5 July 1996 on Tax Advisory Services (unified text: J.oL. of 2018, item 377 as amended);
- the Act of 11 March 2004 on the Goods and Services Tax (J.oL. 2017.1221 as amended);
- the Act of 23 April 1964 - the Civil Code (J.oL. 2018.1025 as amended);
- the Act of 29 September 1994 - the Accounting Act (J.oL. 2018.395 as amended);
- the Act of 29 August 1997 - Tax Ordinance Act (J.oL. 2018.800 as amended);
- the Act of 17 November 1964 - the Civil Procedure Code (J.oL. 2018.1360 as amended);
- the Act of 1 March 2018 - on Counteracting Money Laundering and Terrorist Financing (J.oL. 2018.1499 as amended).

3. WHO MAY BE THE RECIPIENTS OF YOUR DATA?

The recipients of data may include the partners, employees, co-workers (attorneys, legal advisers), entities cooperating with us, such as e.g. accountants, IT service provider, bank, dispatchers, translators/interpreters, experts, appraisers, tax advisers, cleaning persons, contractors.

4. WILL WE TRANSFER YOUR DATA OUTSIDE THE EEA?

Please be informed that we do not intend to transfer your personal data to a third country (a third country is to be understood as a country outside the EU and the EEA).

5. HOW LONG WILL WE PROCESS YOUR DATA?

Your data will be kept for the term of the contract, and - after termination of the contract - for the time necessary for the fulfilment of legal obligation imposed on the Controller and for the time of possible claim determination, making or defending the claim. Given that your data are processed on the basis of a legitimate interest of the Controller, they may also be processed until you object, under the rules specified in art. 20 of the GDPR.

6. WHAT ARE YOUR RIGHTS ASSOCIATED WITH THE PROCESSING OF PERSONAL DATA?

You have the right to access, rectify, delete data or limit the processing or the transferring of your data. You may also object at any time, for reasons indicated in art. 21 of the GDPR. You have the right to lodge a complaint to a supervisory authority (President of the Personal Data Protection Office, 2 Stawki Street, 00-193 Warsaw, Poland), should you become aware of non-compliant processing of your data by the Controller.

Provision of personal data is voluntary, yet it is a prerequisite for contract conclusion, and the lack of such data results in an inability to conclude or implement the contract, i.e. to provide legal aid. We do not make automated decisions nor apply profiling concerning your data.

We also process personal data we were provided with by our clients or contractors for the purpose of performance of services consisting in the provision of legal aid under the rules specified hereinabove.