

INFORMATION ABOUT PROCESSING PERSONAL DATA OF CUSTOMERS AND PROVIDERS

As of May 25th 2018, the provisions 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 (hereinafter „**GDPR**”) entered into force.

Therefore, in accordance with Article 13 (1) and (2) and Article 14 (1) and (2) of the GDPR, we inform you as follows:

1. Data Controller

The Controller of your personal data is Marek Plota conducting the business of RM Legal Kancelaria Radców Prawnych Marek Plota with its registered office in Wrocław (53-033) at Zwycięska 20A/204 (NIP (Tax Identification Number): 6181942280, REGON: 021876405) (hereinafter "**Controller**").

2. Purpose of personal data processing

Your personal data may be processed:

- a) for the purpose of taking steps prior to entering into a contract, and in the event of entering into a contract to which you are a party or which party you represent or on whose behalf you act, for the purpose necessary for the performance of the contract; and/or
- b) for the purposes arising from the legitimate interests pursued by the Controller or a third party, in particular for the performance of the concluded contract and/or maintenance of an ongoing business relationship and in order to establish, exercise and defend claims.

3. Legal basis for the processing of personal data

The legal basis for the processing of your personal data are:

- a) Article 6(1)(b) of the GDPR insofar as the data is necessary to take steps prior to entering into a contract and, if a contract to which you are a party or which party you represent is entered into, to perform the contract; and or
- b) Article 6(1)(f) of the GDPR insofar as the data is necessary to pursue the legitimate interests of the Controller or a third party.

4. Categories of personal data and their origin

Personal data obtained by the Controller from the entity that takes steps prior to entering into a contract and in case of its performance and from the entity that remains in regular business relations with the Controller include details of the identity and contact details of persons representing such entities or acting on their behalf.

5. Data recipients

The recipients of your personal data may be:

- a) Controller's providers, in particular entities providing IT, marketing, auditing, accounting and legal services;
- b) entities cooperating with the Controller and entities related with the Controller personally or through equity.

6. Data recipients outside of the European Economic Area

Your personal data are not transferred to a third country or international organization outside of the European Economic Area.

7. Data retention period

Your personal data will be stored for:

- a) the duration of the contract to which you are a party or which party you represent or on whose behalf you are acting; and/or
- b) the period necessary for the purposes of pursuing the legitimate interests of the Controller or a third party.

8. Rights of the data subject

In order to protect your rights you are entitled to:

- a) access to the content of your data;
- b) rectification of your data;
- c) have your data erased;
- d) restriction of your data processing;
- e) data portability,
- f) object the data processing.

9. Right to object the data processing

If the processing of your personal data is based on the legitimate interests pursued by the Controller, that is Article 6 (1)(f) of the GDPR, you have the right to object the processing of your personal data at any time, unless there are legitimate grounds for further processing.

10. Right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint with a President of the Personal Data Protection Office if you consider that the processing of your personal data infringes the GDPR.

11. Nature of data provision

The provision of your personal data is/may be necessary in order to take the steps prior to entering into a contract and/or its performance and/or maintaining an ongoing business relationship.

12. Automated individual decision-making, including profiling

Your personal data will not be automatically processed and will not be profiled.