

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 (General Data Protection Regulation) entered into force. With this in mind, in order to establish the principles of collection, processing and protection of personal data, the controller of the website www.rmlegal.pl has drawn up the following privacy policy ("**Privacy Policy**").

The Privacy Policy has been prepared in accordance with the provisions of the GDPR, as well as the Act of 10 May 2018 on the protection of personal data (Journal of Laws of 2019, item 1781) and the Act of 16 July 2004 on telecommunications law (Journal of Laws of 2021, item 576) and the Act of 18 July 2002 on the provision of electronic services (Journal of Laws of 2020, item 344).

PRIVACY & COOKIES POLICY

RMLEGAL.PL

§ 1

Definitions

The terms used in the Privacy Policy shall have the following meanings:

- 1) Controller –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);
- 2) User - a person who uses the Service and contacts with the Controller using the Contact Form;
- 3) Service - the website operating at the following address: <https://www.rmlegal.pl/>;
- 4) Device - an electronic device through which the User gains access to the Service;
- 5) Software - Internet browsers that the User may use to access the Service;
- 6) GDPR – 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);
- 7) Personal Data - information about an identified or identifiable natural person, such as name, surname, e-mail, telephone number, correspondence address, as well as other data enabling direct contact as well as statistical data;
- 8) Processing of Personal Data – any operation or set of operations which is performed on Personal Data, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission,

dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction, and in particular those performed within IT systems;

- 9) Consent – any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her;
- 10) Contact Form - an electronic contact form available through the Service at the address: <https://www.rmlegal.pl/kontakt>, used to contact Users with the Controller;
- 11) Profiling – any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements;
- 12) Cookies - computer data, in particular text files, which are stored on the User's Device and are intended for use on the Service. These data include the name of the originating website, its identification number and the time of storage on the User's Device. Cookies are used for such purposes as recognition of User's Device and adjusting website settings to its individual preferences, as well as for statistical purposes of the Controller (i.e. informing about the number of views on the Service).

§ 2

Processing of Personal Data

1. Contact with the Controller in all matters concerning the processing of personal data is possible:
 - 1) via the Contact Form;
 - 2) directly or by correspondence at the Controller's registered office address, i.e. Zwycięska 20A/204 in Wrocław (53-033);
 - 3) via e-mail at the address: kancelaria@rmlegal.pl; and
 - 4) by telephone at: +48 71 716 58 22.
2. Processing of Personal Data for the purpose of:
 - 1) necessary for the performance of the agreement and connected with undertaking steps prior to the conclusion of the agreement takes place on the basis of Article 6(1)(b) of the GDPR (in particular for the purpose of concluding and performing the agreement for the provision of electronic services, as well as for the purpose of sending requests for quotation to the Controller and undertaking steps prior to the conclusion of the agreement for the provision of legal assistance services);
 - 2) performance of the Controller's legal obligations takes place on the basis of Article 6(1)(c) of the GDPR (in particular in order to properly provide electronic services, as well as to provide legal assistance by the Controller);
 - 3) performance of tasks resulting from the Controller's legitimate interests takes place on the basis of Article 6(1)(f) of the GDPR (in particular for statistical and archiving purposes,

handling of complaints, claims and requests made by the User, handling of applications and queries addressed to the Controller, analysis, organisation and improvement of the Service and the services provided, possible establishment, exercise or defence against claims).

3. The Controller processes Personal Data in accordance with the following principles:
 - 1) implementing appropriate technical and organisational measures so that processing is carried out in accordance with the GDPR and other data protection legislation;
 - 2) recording of the processed Personal Data exclusively on storage devices protected against access of third parties;
 - 3) exercise supervision over the security of the data throughout the period of their possession in a manner ensuring in particular protection against unauthorised access, damage, destruction or loss;
 - 4) transfer of Personal Data to authorised entities only on the basis of applicable laws;
 - 5) maintaining confidentiality regarding the Personal Data processed;
 - 6) ensuring that data subjects exercise their rights under the GDPR and other relevant legislation.
4. Personal Data processed in connection with actions taken prior to the conclusion of a contract and, if concluded, in connection with its performance, will be stored for the duration of said contract.
5. Personal Data, the processing of which is motivated by the assertion of possible claims by the Controller, will be processed until the statute of limitations for the claims to which the Controller is entitled.
6. In cases other than those referred to in paragraphs 4-5 above, Personal Data shall be stored for no longer than 3 years after the reason justifying the processing ceases.
7. Providing Personal Data in the Contact Form is voluntary, but it is necessary in order to contact the Controller through that form.
8. The User's Personal Data may be processed by automated means, in particular in the case of statistical data obtained by the Controller in anonymised form (Cookies). Personal Data processed by automated means will not be subject to profiling and will not produce any legal effects towards the User or significantly affect the User's situation in a similar manner.

§ 3

User's Rights

1. Data subjects have the right to:
 - 1) access to personal data (art. 15 GDPR);
 - 2) the rectification of personal data (art. 16 GDPR);
 - 3) erasure of personal data (art. 17 GDPR);
 - 4) restrict the processing of personal data (art. 18 GDPR);
 - 5) portability of personal data (art. 20 GDPR);
 - 6) lodge an objection (art. 21 GDPR).

2. In order to exercise the rights referred to in paragraph 1 above, the User should send an appropriate application through one of the contact channels to the Controller referred to in § 2 (1) above.
3. The data subject shall have the right to lodge a complaint with the President of the Personal Data Protection Office if he/she considers that the processing of his/her data violates the provisions of the GDPR or generally applicable law.

§ 4

Data Recipients

1. The Controller may disclose the Users' personal data to his/her suppliers, in particular to entities providing IT services, as well as to entities related to the Controller personally or through equity.
2. Information on the use of Google Analytics.

This website uses Google Analytics, a web analytics platform provided by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA ("Google"). Google Analytics uses Cookies to create information about your use of the Website, which may be transferred outside the EEA, in particular to the USA, where it may be stored on a Google server. Google will use the data obtained from Google Analytics in order to evaluate your use of the Website, compile reports on Website traffic and provide other services to the Controller in connection with the operation of the Service. Google will not use the IP address provided by your browser within the scope of Google Analytics in such a way that it is combined with other data held by Google about you.

You may refuse the use of Cookies by selecting the appropriate settings on your Software. However, if you do so, you may lose access to certain features of the Service. You may also prevent the data generated by the Cookies and related to your use of the Service (including your IP address) from being captured by Google and from being processed by Google by downloading and installing the browser plug-in available at the following address: <https://tools.google.com/dlpage/gaoptout?hl=en-GB>.

§ 5

Controller's Social Media Profile

1. Controller uses profiles on social media, visiting of which by the User may be connected with transferring of personal data to the Controller for processing, including statistical data in the form of Cookies, used by particular websites.
2. In the case of personal data processed through the Controller's profile on social media, the controllers of the personal data are also:
 - 1) Facebook Ireland Ltd. – in the case of data of persons using the Controller's fanpage on Facebook or contacting the Controller via Messenger. More information about data processing by Facebook can be found under the following address <https://www.facebook.com/about/privacy/update>;

2) LinkedIn Ireland Unlimited Company – in the case of data of persons using the Controller's profile on LinkedIn. More information about data processing by LinkedIn can be found under the following address <https://www.linkedin.com/legal/privacy-policy>.

3. The entities referred to in section 2 above may process the personal data of persons using the Controller's profile on social media for their own purposes. In particular, they may collect and process anonymous statistical data concerning persons using these portals. The collection of data is carried out using Cookies, each of which contains a unique user code that can be linked to a given connection of users registered on a given website, and which is downloaded and processed when this website is opened.

§ 6

Cookies

1. The Controller uses Cookies by means of the Service.
2. Cookies can be used for:
 - 1) adapting the content of the websites of the Service to the User's preferences and optimising the use of websites; in particular these files make it possible to recognise in a given session of browsing the device of a User of the Service and appropriately display the website, adapted to his/her individual needs;
 - 2) creation of statistics which help to understand how Users use the Service, which enables the improvement of its structure and content;
3. There are two main types of Cookies used within the Service: "session" (session cookies) and "persistent" (persistent cookies). "Session" cookies are temporary files that are stored in the final device of the User until logging out, leaving the website or switching off the Software (web browser). "Persistent" cookies are stored in the User's terminal equipment for the time specified in the parameters of cookies or until they are deleted by the User.
4. The following types of Cookies are used within the Service:

Cookie	Type	Purpose
PHPSESSID	Session	Stores session ID (expires when browsing session ends)
_ga	Persistent	Google Analytics cookie - used to store information about the number of times the Service has been viewed and how it has been used (expires 2 years after connecting to the Service)
_gat	Persistent	Google Analytics cookie - used to filter User traffic on the Service for traffic generated by bots (expires 1 minute after refreshing/connecting to the Service)
_gid	Persistent	Google Analytics cookie - used to store information about the number of times the Service has been viewed and how it has been used (expires 1 day after connecting to the Service)

5. The Software may allow Cookies to be stored on your Device by default. The User may refuse to accept Cookies by selecting the appropriate settings in the Software. In this case, however, the User may lose access to certain functionalities of the Service.

§ 7

Disabling Cookies

1. The User may, at any time, disable the use of Cookies by deactivating their operation in the Software used.
2. Disabling Cookies is possible via the Software (browser) on the User's Device. Instructions on how to block Cookies:
 - 1) for the Google Chrome Software, available at: <https://support.google.com/chrome/answer/95647/clear-enable-and-manage-cookies-in-chrome-computer?hl=en-GB#zippy=%2Czezwalanie-na-pliki-cookie-i-ich-blokowanie>;
 - 2) for Safari Software and iPhone, iPad, iPod Touch devices, available at: <https://support.apple.com/en-gb/HT201265>;
 - 3) for Microsoft Edge Software, available at: <https://support.microsoft.com/en-us/windows/delete-and-manage-cookies-168dab11-0753-043d-7c16-e5947fc64d>;
 - 4) for Mozilla Firefox Software, available at: <https://support.mozilla.org/pl/kb/blokowanie-ciasteczek>;
3. If the User uses other Software than that indicated in section 2 above (i.e. all other Internet browsers), obtaining detailed instructions on blocking/deactivating the use of Cookies is possible via the help page of the given Software.

§ 8

Final Provisions

1. Links to other websites may appear in the Service. Such websites operate independently of the Controller and are not supervised by him in any way. These websites may have their own privacy policies and regulations, with which the Controller recommends getting acquainted.
2. The Controller reserves the right to change the Privacy Policy at any time by publishing a new Privacy Policy on the website <https://www.rmlegal.pl/>. In the event of changes to the current Privacy Policy, access to its previous versions will be available via the links below.