

INFORMATION ON PERSONAL DATA PROCESSING (PRIVACY POLICY)

BY MORAWSKI & PARTNERS LAW FIRM

Adam Morawski operating the Law Firm under the business name **Adam Morawski & Wspólnicy Kancelaria Prawna** with its registered office in Warsaw at 80 Jana Pawła II Avenue No. 138, 00-175 Warsaw, having the NIP tax identification number: 525 132-880-31, Regon statistical number: 15583174 (hereinafter referred to as „**THE FIRM**”), acting as the personal data controller, in performance of the information obligation resulting from Article 13, sections 1 and 2 of the 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), hereinafter referred to as “**Regulation**”, hereby please find the following information:

1. The controller of your personal data submitted to **THE FIRM** through the webpage <http://morawski.eu>, by e-mail or on any other carrier including paper is Adam Morawski operating the Law Firm under the name of Adam Morawski & Wspólnicy Kancelaria Prawna with its registered office in Warsaw at 80 Jana Pawła II Avenue No. 138, 00-175 Warsaw, having the NIP tax identification number: 525-132-880-31, Regon statistical number: 15583174, e-mail: info@morawski.eu, tel. +48 22 250 11 22
2. Your personal data are processed for the following purposes:
 - a) If you fill in the contact form provided on the webpage <http://morawski.eu/contact> or any modified version thereof, or send an e-mail to info@morawski.eu or contact **THE FIRM** by any other means of communication over distance – in order to analyze your situation and provide you with a response or an offer of legal services provided by **THE FIRM** and in order to conclude a legal services agreement;
 - b) If you contact us via telephone or in person – in order to analyze your situation, respond to your inquiry and provide you with an offer of legal services provided by **THE FIRM** and in order to conclude a legal services agreement;
 - c) If you conclude any agreement with **THE FIRM** – in order to perform the agreement and to keep all related information in the files after the termination of the agreement for the time of any possible claims;
 - d) In cases justified by **THE FIRM**'s legitimate interest, e.g. in order to provide information about **THE FIRM**'s legal practice, in particular in order to build, maintain and enhance the confidence and friendly relation with you as **THE FIRM**'s Clients, which may include sending season's greetings or informing about **THE FIRM**'s activities and achievements.
3. The legal basis for processing your personal data is:

- a) In the event of filling in the contact form provided on **THE FIRM**'s webpage or contacting **THE FIRM** by any other means of communication over distance or in person – the need to undertake relevant activities aimed at the response to your inquiry or the conclusion of a legal services agreement;
- b) In the event of conclusion by **THE FIRM** of any agreement – the requirement of processing your personal data in order to fulfill the obligations imposed by the agreement;
- c) In cases justified by **THE FIRM**'s legitimate interest – as long as they are not contradictory to your overriding legitimate interest or your fundamental rights and freedoms. **THE FIRM** does not process the personal data of minors based on the controller's legitimate interest prerequisite;
- d) Legal regulations, e.g. the Act of 1 March 2018 on counteracting money laundering and financing of terrorism or the Accounting Act of 29 September 1994.

4. Your personal data will be provided to the following entities (groups of entities):

- a) Law Firms, Tax Offices and Patent Firms cooperating with **THE FIRM** in connection with the legal services provided to you
- b) Entities serving **THE FIRM** with regard to accounting and taxation, for the purposes of making settlements in respect of services provided by **THE FIRM** or services that you provide to **THE FIRM**
- c) Entities serving **THE FIRM** with regard to the operation of its own IT systems
- d) Private entities, provided it is necessary to fulfil the obligations defined in the legal services agreement (e.g. your business partners vis-à-vis which **THE FIRM** represents you)
- e) Administrative bodies, judicial and other public authorities – provided it is necessary to fulfil the obligations resulting from the legal services agreement or the obligation to provide such data results from a provision of the law or an appropriate decision of an authority annulling the client-attorney privilege.

5. Your personal data will not be transferred to third countries as defined by GDPR, i.e. from outside of the European Economic Area (European Union member states, as well as Norway, Iceland and Lichtenstein) without your explicit consent and without fulfilling the legal requirements concerning the safety of the personal data concerned.

6. **THE FIRM** will process your personal data through the following period of time:

- a) In the event of conclusion of a legal services agreement (including through the means of communication over distance or orally) - through the period equal to the period of limitation of a claim according to the Polish Law, i.e. in case you are a consumer - 10 years after the provision of legal services is completed and in case you or the entity you represent are an entrepreneur – 3 years provided the limitation period is not suspended or interrupted or you express your consent

to the continued processing of your data by THE FIRM – in that case the above period is extended;

- b) In the event the data are provided for the purposes of concluding a legal services agreement and no such agreement is concluded – for 1 year from the providing of the data;
- c) In the event the processing of personal data is necessary for the purposes of **THE FIRM's** legitimate interest – until your objection is raised as to the processing of your personal data for such a purpose and there are no overriding legitimate grounds for the processing of the data by **THE FIRM**.

7. You are entitled to:

- a) **Withdraw, at any time, your consent to the processing of your personal data** (if the data are processed on the basis of a consent, e.g. a consent to the processing of your personal data for the purposes of sending newsletters; the processing of the data from cookies may be disabled in your Internet Browser settings;
- b) **access to your personal data** (you have the right to demand information whether or not your personal data are processed by **THE FIRM** and at the same time you are entitled to obtain access to the data and other information concerning you);
- c) **transfer your personal data** (the right to receive the personal data concerning you in a structured, commonly used and machine-readable format and the right to transmit your data to another controller; also the right to have your data transmitted directly by **THE FIRM** to another controller, provided it is technically possible);
- d) **rectification of your personal data** (the right to demand that **THE FIRM** rectifies your inaccurate personal data without any delay);
- e) **restriction of data processing** (the right to demand that **THE FIRM** limits the data processing, inter alia in a case when due to the execution of the rectification right **THE FIRM** is obliged to verify the data accuracy; or in a situation when THE FIRM ceases to provide legal services but the data need to be secured for the establishment, exercise or defence of your legal claims);
- f) **erasure of your data** (so-called right to be forgotten) the right to demand so that **THE FIRM** shall erase your personal data immediately, inter alia in a case when your personal data are no longer needed for the purpose they have been collected or in a case when you have already withdrawn your consent on the basis of which the data were processed by **THE FIRM** and any legal title exists on the basis of which they may still be processed; or in a case when **THE FIRM** processes personal data in an unauthorized way);
- g) **raise an objection** (the right to demand that **THE FIRM** ceases to process your personal data for the purposes of **THE FIRM's** legitimate interest);

h) **file a complaint to the Polish supervisory body, i.e. the President of the Personal Data Protection Office (*formerly General Inspector of Personal Data Protection*), in Polish: Prezes Urzędu Ochrony Danych Osobowych.**

8. Providing your personal data is voluntary, however it is required for the purposes defined in item 2 above. Provision of personal data is a prerequisite for the conclusion of a legal services agreement.

9. Your personal data will not be processed for the purposes of automated decision-making or for the purposes of profiling.

10. **Contact with THE FIRM**

In the case of any questions or demands as to the processing of your personal data or exercising the above-mentioned rights you may contact **THE FIRM** in writing using the following postal address Al. Jana Pawła II 80, lok. 138, 00-175 Warszawa or via e-mail at info@morawski.pl.

THE FIRM may request that you provide your personal data in order to verify whether you are the person entitled to access the data processed by THE FIRM. The response to any inquiry or demand will be provided via the same channel it was sent within one month of the date of receiving the inquiry or demand.