

INFORMATION REGARDING PROCESSING PERSONAL DATA BY THE LAW OFFICE OF ŁUKASZ DUBICKI

concerns clients - individuals

- 1.** Administrator of personal data is The Law Office of Łukasz Dubicki registered in Warsaw (00-764 Warsaw) at Jana III Sobieskiego 112/76 street, with NIP: 7431832743 and REGON: 280623899 (hereinafter referred to as the "Administrator").
- 2.** Administrator process personal data in order to:
 - 2.1.** Conclusion and performance of agreement or taking measures needed to signing the agreement upon request of the data subject – pursuant to Article 6 sec. 1 letter b) GDPR or pursuant to Article 9 sec. 2 letter a) and f) GDPR in case, when Administrator received special categories of personal data related to the present case;
 - 2.2.** Fulfilling legal requirements incumbent upon Administrator as archiving documents related to present case or documents underlying the arrangements of taxes and other public-law liabilities – pursuant to Article 6 sec. 1 letter c) GDPR;
 - 2.3.** Providing information about changes in the law to you, latest adjudication and administrative decisions connected with present cases leaded on behalf of you – Article 6 sec. 1 letter a) GDPR;
 - 2.4.** Contacts with you – pursuant to Article 6 sec. 1 letter f) GDPR.
- 3.** In case of process personal data pursuant to Article 6 sec. 1 letter f) GDPR, Administrator pursues his legitimate interests consisting in keeping the lines of communications with clients and pursuing to develop Administrator's law office.
- 4.** Banks, entities providing accounting and IT services to Administrator, e-mails providers and public administration authorities might be recipient of provided personal data.
- 5.** Administrator does not provide personal data to third parties. Administrator undertakes appropriate protection of personal data measures in case that provision of legal services requires providing personal data to third parties.
- 6.** Administrator keeps personal data for following periods:
 - 6.1.** 10 years since terminate proceeding – in case that personal data has been received in regard to Administrative and Administrative Court Proceedings.
 - 6.2.** 5 years since the end of the year when the tax liability reaches its maturity – regarding documents related to payments for services provided by Administrator.
 - 6.3.** In any other cases – to the moment of claims prescription or raising an objection to the process personal data by the data subject.
- 7.** Data subject has a right to require the Administrator for access to data, rectification, remove or limitation of personal data process.
- 8.** Persons, which personal data are processed pursuant to Article 6 sec. 1 letter f) GDPR have also right to raise an objection to processing personal data.

- 9.** Data subject has a right to bringing proceeding to Supervisory Authority.
- 10.** Providing personal data processed by the Administrator is not legal obligation, nevertheless indication of their is necessary to take action before the conclusion of agreement by Administrator. It can be also required to performance of the agreement or proper performance of the agreement.
- 11.** Personal data provided to the Administrator will not be used to automated decision-making including profiling.
- 12.** In matters related to processing of personal data by Administrator and requests for the exercise of right contained in this document please contact with Administrator at the following e-mail address: kancelaria@dwadwokaci.com or by phone: +48 (22) 646 22 80.

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concerns representatives, employee, co-workers, suppliers, contractors in The Law Office of Łukasz Dubicki

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- 2.** Your personal data has been made available to Administrator by Administrator's contractor, whom you represent or you are employee, co-worker, contractor with regard to performance of agreement concluded between Administrator and entity whom you represent or you are employee, co-worker, contractor.
- 3.** Administrator will process following personal data: name, surname, phone number, e-mail address, information on profession, job position, company name.
- 4.** Your personal data will be processed pursuant to Article 6 sec. 1 letter f) GDPR for following purposes: conclusion, performance and verification of the Agreement (legitimate interests of the Administrator) with contractor, whom you represent or you are employee, co-worker, especially in order to fulfil the obligations arising from Agreement, communication between parties.
- 5.** Administrator process your personal data belonging to normal categories.
- 6.** Entities providing accounting and IT services to Administrator, e-mails might be recipient of provided personal data.
- 7.** Administrator does not process personal data to third parties. Administrator undertakes appropriate protection of personal data measures in case that provision of legal services requires providing personal data to third parties.
- 8.** Administrator keeps personal data for following periods:
 - 8.1.** 5 years since the end of the year when the tax liability reaches its maturity – regarding documents related to payments for services provided by Administrator.
 - 8.2.** In any other cases – to the moment of claims prescription or raising an objection to the process personal data by the data subject.
- 9.** Data subject has a right to require the Administrator for access to data, rectification, remove or limitation of personal data process, not to be subject to decisions based on automated processing.
- 10.** Data subject has a right to bringing proceeding to Supervisory Authority.
- 11.** Personal data provided to the Administrator will not be used to automated decision-making including profiling.
- 12.** Your personal data originate from information collected from the Administrator's contractor, whom you represent, you are employee, co-worker or contractor.

13.In matters related to processing of personal data by Administrator and requests for the exercise of right contained in this document please contact with Administrator at the

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