



Status as at 25 May 2018

PRIVACY POLICY

KRK Kieszkowska Rutkowska Kolasiński respects your privacy and protects personal data being processed. This Privacy Policy is intended to clarify the principles of processing personal data at our law firm.

1. **Controller.** The controller of your personal data is Kieszkowska, Rutkowska, Kolasiński Kancelaria Prawna Sp. j. (hereinafter: “**KRK**”) with its registered office in Warsaw, 00-688 at ul. Emilii Plater 25, which is entered into the Register of Entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw, XII Commercial Division of the National Court Register under the registration number 0000499898, TIN: 7010414793.
2. **Objectives of processing data.** Your personal data will be processed by KRK exclusively in connection with the performance of the agreement on the provision of legal services concluded with KRK’s Client (pursuant to Article 6(1)(b) GDPR), as well as on the basis of the controller’s legitimate interests, in particular for the purposes of marketing its own services (on the basis of Article 6(1)(f) GDPR, whenever a test of balancing interests is conducted) and for accounting purposes (on the basis of Article 6(1)(c) GDPR).
3. **Data protection measures.** KRK uses the necessary technical and organisational measures for ensuring confidentiality, integrity, accountability and continuity of the data that is processed and supervises compliance with the data protection principles laid down in the personal data processing documentation and the current security policy of the personal data processed at KRK.
4. **Exercising rights.** We assure you of the ability to exercise your rights in accordance with the provisions of the General Personal Data Processing Regulation (GDPR), including your right to access your data, to request its correction, deletion, restriction of processing, object to its further processing, the right to transfer data, as well as the right to file a complaint with the personal data protection authority. In this respect, please contact KRK directly by e-mail at (dataprotection@krklegal.pl).
5. **Period of data processing.** Your personal data will be processed throughout the validity of the agreement and after its termination or at the end of its validity – throughout the claims limitation period against KRK or the Client (10 years). If data is processed on the basis of the controller’s legitimate interest, the data will be processed until the moment you object, whereas data processed for accounting purposes shall be processed for the period required by the provisions of the law, namely 5 years from the end of the calendar year in which the deadline for the payment of tax passes.
6. **Recipients of the data.** The expected recipients of your personal data are the employees and associates of KRK and the entities to which KRK entrusts the data processing, as well as employees and associates of these entities (in particular ICT service providers, courier companies and postal operators, entities supporting KRK in the provision of legal services) – to the extent necessary for the achievement of the objectives of the processing of this data.
7. **Transfer of data.** The personal data may be transferred to a third country only if this is necessary for the provision of legal services by KRK, whereby the controller makes the assurance that, if the data is transferred to a third country, this will take place in such a way that the appropriate method of its protection is assured.
8. **Cookies.** KRK’s website uses cookies to remember your visits to our site and your preferences. The continuation to use this service means consent to their use.
9. **Changes in the privacy policy.** KRK reserves the right to make changes to this Privacy Policy. The date of the last update is specified in the header of this document.
10. **Contact.** Should you have any questions or doubts, please contact KRK directly by e-mail at (dataprotection@krklegal.pl).