PMP Law ATTORNEYS-AT-LAW

Privacy notice

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 (the General Data Protection Regulation, or GDPR), became applicable on 25 May 2018. In accordance with Articles 13 and 14 of the GDPR, I would like to explain your rights under the Regulation in an accessible way and provide some useful information.

1. Personal data controller

The controller of your personal data is Kancelaria Radcy Prawnego Piotr Pyszak, with its registered office in Mysłowice (41-400 Mysłowice), Plac Wolności 6 lok. 5, 41-400 Mysłowice (the Law Firm).

2. Data protection officer

The Law Firm is not required to appoint a data protection officer. However, if you would like information about your personal data, please contact us by telephone on 783 573 717 or by email at sekretariat@pmplaw.pl.

3. Legal basis and purposes of processing

If you wish to instruct the Law Firm to handle your case, you must provide information about the case and, among other things, your personal data and the personal data of other people involved in the case (such as opposing parties or witnesses).

The Law Firm therefore processes your personal data in accordance with:

- Article 6(1)(b) of the GDPR: processing is necessary to perform the legal services agreement to which you are a party, or to take steps at your request before entering into an agreement, including for communication between us;
- Article 6(1)(c) of the GDPR: where invoices must be issued for services provided, and to fulfil tax and accounting obligations;
- Article 6(1)(d) of the GDPR: when providing legal assistance to you, attorneys-at-law are required by the Polish Act on Attorneys-at-Law to take the necessary steps, as your representatives, to protect your interests as a client;
- Article 6(1)(f) of the GDPR: to enable contact with your employees or people working with you, and for marketing or promotional purposes.

4. Recipients of personal data

Data provided to the Law Firm may be disclosed, to the extent necessary to properly fulfil the obligations under the legal services agreement, to public authorities, the opposing party's legal representatives or the opposing party itself, or other entities, in order to protect your interests as our client.

As the Law Firm uses Microsoft's application environment (Office 365), data may also be accessed by the provider of this service, Microsoft, whose Polish subsidiary, Microsoft Polska Sp. z o.o., has its registered office at Al. Jerozolimskie 195A, 02-222 Warszawa.

Personal data may also be shared, to the extent necessary, with people and entities working with the Law Firm (attorneys-at-law, advocates, trainee lawyers and other associates) or providing services to the Law Firm, such as accounting or IT providers.

In addition to the above, personal data may be disclosed at the request of authorised state authorities, to the extent specified in the request.

5. Transfers of personal data to third countries

According to the information available on Microsoft's websites, Office 365 uses data servers located in Europe (Austria, Finland, the Netherlands and Ireland). The transmission of statistical data concerning the Windows operating system to the USA does not include personal data. Other service providers used by the controller do not transfer data to third countries.

6. Data retention period

Personal data processed on the basis of an agreement will be processed until the limitation period for any potential claims arising from that agreement has expired. Data contained in invoices or bills will be processed until the end of the period for which accounting records must be retained by law.

7. Your rights under the Regulation in relation to processing

In connection with the processing of your personal data, you have the following rights:

- the right to access your data and receive a copy of it;
- the right to rectify (correct) your data;
- the right to have your data erased where applicable law does not require its continued processing;
- the right to restrict the processing of your data;
- the right to object to the processing of your data;
- the right to data portability;
- the right to lodge a complaint with the supervisory authority: the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warszawa.

8. Requirement to provide personal data

The requirement to provide personal data arises both from the law (for example, the Polish Code of Civil Procedure) and from the agreement being entered into. Without this data, it will not be possible to obtain legal assistance.

9. Automated processing

Your personal data will not be subject to decisions involving automated profiling.