

PRIVACY POLICY

In this document you find information on processing your personal data by Kancelaria Radców Prawnych Bieluk i Partnerzy.

This information is provided according to duties stipulated in 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 (hereinafter referred to as: GDPR).

1. The controller of your personal data necessary for performing legal services or conclusion or the performance of a contract or in order to take steps prior to providing legal services or prior to entering into a contract, including, in particular, name and surname, phone number, e-mail address, address, job position, personal identification number (PESEL), tax identification number (NIP), data concerning health, data revealing trade union membership (depending on which data have been provided, hereinafter referred to as: personal data) is **Kancelaria Radców Prawnych Bieluk i Partnerzy** with its seat in Białystok, ul. Warszawska 14 lok. 3, 15-063 Białystok (hereinafter referred to as: Controller).
2. If you have not provided your personal data directly to Controller, your personal data have been transferred to Controller by the entity in whose name or in favour of whom you act, or the entity who has transferred your personal data necessary for providing legal services for this entity.
3. Controller enables contact:
 - 1) via e-mail: kancelaria@bieluk.pl,
 - 2) by phone: **85 663 77 50**,
 - 3) by post: **ul. Warszawska 14 lok. 3, 15-063 Białystok**.
4. The following table contains information on the purposes for which your personal data are processed, the legal basis for the processing and the period for which your personal data will be stored:

	The purpose of the processing of your personal data	The legal basis for the processing of your personal data	The period for which your personal data will be stored
If Controller provides you legal services or takes steps prior to providing legal services:	conclusion and implementation of the contract concluded with Controller on providing legal services or taking steps prior to entering into this contract at your request	art. 6 par. 1 point b GDPR, art. 9 par. 2 point f GDPR (if applicable)	the period of providing legal services the period of 10 years since the end of the year, in which the proceedings ended – in the case of personal data processed in connection with the proceedings

	compliance with legal obligations to which Controller is subject, in particular arising out of tax and accounting regulations or regarding legal and administrative proceedings	art. 6 par. 1 point c GDPR GDPR in connection with other special provisions	the period required by relevant legal regulations regarding the storage of accounting and tax documentation or regarding legal and administrative proceedings
	the pursuit of claims and defense against claims related to business or professional activity, which is a legitimate interest of Controller	art. 6 par. 1 point f GDPR	the period of limitation of claims specified in legal provisions
If Controller provides legal services to the entity in whose name or in favour of whom you act or takes steps prior to providing legal services to this entity:	conclusion and implementation of the contract on providing legal services concluded with Controller by the entity in whose name or in favour of whom you act or taking steps prior to entering into this contract, which is a legitimate interest of Controller	art. 6 par. 1 lit b, f GDPR, art. 9 par. 2 point f GDPR (if applicable)	the period of providing legal services or until termination of your cooperation with the entity, for whom Controller provides legal services the period of 10 years since the end of the year, in which the proceedings ended – in the case of personal data processed in connection with the proceedings
	compliance with legal obligations to which Controller is subject, in particular arising out of tax and accounting regulations or regarding legal and administrative proceedings	art. 6 par. 1 point c GDPR in connection with other special provisions	the period required by relevant legal regulations regarding the storage of accounting and tax documentation or regarding legal and administrative proceedings
	the pursuit of claims and defense against claims related to business or professional activity, which is a legitimate interest of Controller	art. 6 par. 1 point f GDPR	the period of limitation of claims specified in legal provisions
If Controller provides legal services to the entity who has transferred your personal data necessary	implementation of the contract concluded with Controller by the entity who has transferred your personal data necessary for providing legal services, which is a legitimate interest of Controller	art. 6 par. 1 lit b, f GDPR, art. 9 par. 2 point f GDPR (if applicable)	the period of providing legal services the period of 10 years since the end of the year, in which a proceeding has ended – in case of personal data processed in connection with the proceedings
	compliance with legal obligations to which	art. 6 par. 1 point c GDPR	the period required by relevant legal regulations

for providing legal services for this entity:	Controller is subject, in particular arising out of regulations regarding legal and administrative proceedings	in connection with other special provisions	regarding the storage of documentation regarding legal and administrative proceedings
	the pursuit of claims and defense against claims related to business or professional activity, which is a legitimate interest of Controller	art. 6 par. 1 point f GDPR	the period of limitation of claims specified in legal provisions
If Controller contacts you regarding matters concerning providing legal services to another entity:	implementation of the contract concluded with Controller with another entity, which is a legitimate interest of Controller	art. 6 par. 1 lit b, f GDPR, art. 9 par. 2 point f GDPR (if applicable)	the period of providing legal services the period of 10 years since the end of the year, in which a proceeding has ended – in case of personal data processed in connection with the proceedings
	compliance with legal obligations to which Controller is subject, in particular arising out of regulations regarding legal and administrative proceedings	art. 6 par. 1 point c GDPR in connection with other special provisions	the period required by relevant legal regulations regarding the storage of documentation regarding legal and administrative proceedings
	the pursuit of claims and defense against claims related to business or professional activity, which is a legitimate interest of Controller	art. 6 par. 1 point f GDPR	the period of limitation of claims specified in legal provisions
If you have concluded a contract with Controller or you provide services or products to Controller or you take steps prior to entering into a contract, including contract on providing services or	conclusion and implementation of the contract concluded with Controller, including contract on providing services or products for Controller or taking steps prior to entering into such contract	art. 6 par. 1 point b GDPR	the duration of the contract
	compliance with legal obligations to which Controller is subject, in particular arising out of tax and accounting regulations	art. 6 par. 1 point c GDPR in connection with other special provisions	the period required by relevant legal regulations regarding the storage of accounting and tax documentation
	the pursuit of claims and defense against claims related to business or professional activity, which is	art. 6 par. 1 point f GDPR	the period of limitation of claims specified in legal provisions

products to Controller:	a legitimate interest of Controller		
	the storage of your data for possible future use of your offer, which is a legitimate interest of Controller	art. 6 par. 1 point f GDPR	until achieving the purpose or until a successful exercise of the right to object for indicated purposes, depending on whichever event occurs earlier, however not longer than the periods for which your personal data will be stored for the other abovementioned purposes
If the entity in whose name or in favour of whom you act has concluded a contract with Controller or provides services or products to Controller or takes steps prior to entering into a contract, including on performing services or a sale/delivery of products to Controller:	conclusion and implementation of the contract concluded with Controller by the entity in whose name or in favour of whom you act, including contract on providing services or products for Controller or taking steps prior to entering into such contract which is a legitimate interest of Controller	art. 6 par. 1 lit b, f GDPR	the duration of the contract concluded with Controller by the entity in whose name or in favour of whom you act or until the termination of your cooperation with this entity, depending on whichever event occurs earlier
	compliance with legal obligations to which Controller is subject, in particular arising out of tax and accounting regulations	art. 6 par. 1 point c GDPR in connection with other special provisions	the period required by relevant legal regulations regarding the storage of accounting and tax documentation
	the pursuit of claims and defense against claims related to business or professional activity, which is a legitimate interest of Controller	art. 6 par. 1 point f GDPR	the period of limitation of claims specified in legal provisions
	the storage of your data for a possible future use of an offer of the entity in whose name or in favour of whom you act, which is a legitimate interest of Controller	art. 6 par. 1 point f GDPR	the period in which you act in the name or in favour of the entity providing services or products or until achieving the purpose or until a successful exercise of the right to object for indicated purposes, depending on whichever event occurs earlier, however not longer than the period for which your personal data will be stored for the other

			abovementioned purposes
If you are a recipient of Newsletter Service sent by Controller:	implementation of the Newsletter Service	art. 6 par. 1 lit b GDPR	the period of using the Newsletter Service
	the pursuit of claims and defense against claims related to business or professional activity, which is a legitimate interest of Controller	art. 6 par. 1 point f GDPR	the period of limitation of claims specified in legal provisions

5. Your personal data may be disclosed to persons authorised by Controller, entities providing Controller services, including technical and organisational services, legal services, advisory services, financial services, as well as other entities/persons/bodies in the scope and according to the principles set out by legal provisions.
6. Controller does not intend to transfer your personal data to a third country/international organisation.
7. You have the right to rectify your personal data.
8. In cases specified by the law and if it is not a violation of the professional secrecy obligation, you have the right to request access to the content of your personal data, the right to request the restriction of processing of personal data and the right to object to the processing of personal data.
9. In cases specified by the law you have the right to request the deletion of personal data and the right to transfer personal data.
10. You have the right to lodge a complaint with the supervisory authority dealing with the protection of personal data when you feel that Controller has violated the provisions on the protection of personal data.
11. Providing your personal data is voluntary but necessary for providing legal services or concluding or the performance of a contract or taking steps prior to providing legal services or prior to entering into a contract. In the absence of such data, the performance of the abovementioned may be impossible or impeded.
12. Your personal data will not be used for automated decision-making, including profiling.

Information about the right to object:

We inform you that due to the fact that your personal data may be processed by Controller for purposes arising from the legitimate interest of Controller, you have the right to object to the processing of personal data for the abovementioned purposes for reasons related to your special situation. You shall not have this right regarding personal data obtained by Controller in connection with providing legal services.