

# PRIVACY POLICY

## PERSONAL DATA

### I. WHAT DOES THE PRIVACY POLICY COVER?

The information contained in the Privacy Policy relates to the Controller's rules for processing personal data.

### II. WHO IS THE CONTROLLER OF MY PERSONAL DATA?

The controller of personal data pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons in relation to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter: "**GDPR**") is SD Legal Stoiński Drzymała radcowie prawni sp. p. ul. Urzędnicza 26/1, 30-051 KRS: 0000330558, NIP: 677-21-99-223, REGON 356569454 email: [biuro@sdlegal.com.pl](mailto:biuro@sdlegal.com.pl) (hereinafter: "**Controller**" or "**Company**").

### III. HOW CAN I CONTACT THE CONTROLLER REGARDING MY PERSONAL DATA?

The Controller enables contact with him/her regarding personal data via e-mail address: [biuro@sdlegal.com.pl](mailto:biuro@sdlegal.com.pl) and correspondence address: ul. Urzędnicza 26/1, 30-051 Kraków.

### IV. WHO IS THE RECIPIENT OF MY PERSONAL DATA?

Personal data may be disclosed to entities providing services to the Controller, including but not limited to: IT, postal and courier operators, banks and other entities providing payment services, legal, tax and accounting advisors, entities providing document archiving services. Furthermore, the data may be transferred to other entities with which the Controller cooperates, including in particular subcontractors and other service providers. The data may also be provided to authorised bodies to the extent required by applicable laws.

### V. WHAT RIGHTS DO I HAVE IN RELATION TO THE PROCESSING OF MY PERSONAL DATA?

With regard to processing based on consent, you have the right to withdraw your consent at any time (but this does not affect the lawfulness of the processing of your personal data prior to the withdrawal of that consent and the lawfulness of the processing of your personal data on legal grounds other than consent). You also have the right to access the content of your data and to request rectification, erasure, restriction of processing, the right to data portability and to object to the processing and to lodge a complaint with the data protection supervisory authority where you consider that the processing of your personal data violates the provisions of the GDPR.

### VI. DOES THE CONTROLLER MAKE AUTOMATED DECISIONS ABOUT ME?

The Controller does not carry out automated decision-making, including profiling.

### VII. ARE MY DATA TRANSFERRED TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS?

Your personal data will not be transferred to a third country or international organisation.

### VIII. WHAT ARE THE PURPOSES, BASIS AND DURATION OF THE PROCESSING OF MY PERSONAL DATA? IS THERE A REQUIREMENT FOR ME TO PROVIDE PERSONAL DATA? WHERE DID THE CONTROLLER OBTAIN MY PERSONAL DATA FROM AND WHAT CATEGORIES OF PERSONAL DATA DID IT OBTAIN?

#### 1. CONTRACTOR/CUSTOMER

- (a) Your personal data as a contractor/customer of the Controller will be processed in particular:
- (i) for the purpose of taking action to conclude a contract (e.g. responding to an

- enquiry about the possibility of cooperation, preparing an offer of cooperation) - on the basis of Article 6(1)(b) GDPR (i.e. the necessity to take action at the request of the counterparty/customer, prior to the conclusion of a contract to which he/she is a party);
- (ii) for the performance of the contract, in particular for the purpose of performing the obligations and entitlements arising therefrom, for contacting in connection with the performance of the contract, for reimbursement of benefits in the event of withdrawal from the contract - on the basis of Article 6(1)(b) GDPR (i.e. necessity for the performance of the contract to which the contractor/client is a party) and, if specific data will be processed, on the basis of Article 9(2)(a) GDPR (i.e. consent of the contractor/client);
  - (iii) in order to comply with legal obligations incumbent on the Controller, including e.g. the payment of tax on a completed contract, arising in particular from tax legislation, the Civil Code, the GDPR - on the basis of Article 6(1)(c) of the GDPR (i.e. necessity to comply with a legal obligation incumbent on the Controller);
  - (iv) in order to pursue the legitimate interests of the Controller in being able to establish or assert, or defend against, potential claims by the Company - on the basis of Article 6(1)(f) of the GDPR (i.e. the Controller's legitimate interest in being able to establish, assert or defend against claims) and, if specific data will be processed, on the basis of Article 9(2)(f) of the GDPR (i.e. the necessity to establish, assert or defend claims);
  - (v) to carry out marketing activities, in particular to provide you with marketing information - on the basis of Article 6(1)(f) of the GDPR (i.e. the legitimate interest of the Controller to carry out direct marketing).
- (b) The personal data of the contractor/customer will be processed for the period necessary to take steps to conclude the contract and, if a contract has been concluded, for the duration of the contract and the period necessary to comply with the Company's legally imposed obligations. With regard to data processed on the basis of consent, data will generally be processed until the consent is withdrawn. The above processing periods for personal data may be extended each time by the period necessary for the Company to establish, assert or defend against possible claims. After this period, the data will only be processed to the extent and for the duration required by law.
- (c) The provision of the personal data indicated in the contract is necessary for its conclusion and execution. In addition to these data, the Company may also require the contractor/customer to provide data required by law. In that case, failure to provide the data will result in the impossibility of fulfilling certain obligations or rights of the parties to the contract. To the extent that data processing takes place on the basis of consent, the provision of data is voluntary and not required, but the failure to provide data will result in the impossibility of data processing in this respect. For the rest, the provision of data is not a statutory or contractual requirement, but is necessary for the purposes for which the data are collected and processed.

## 2. **PERSONS ACTING ON BEHALF OF THE CONTRACTOR/CUSTOMER**

- (a) The information contained below relates to the rules on the processing of personal data of persons acting on behalf of a contractor/customer of the Controller (e.g. his/her employees, representatives, contact persons of the Controller).
- (b) To the extent that your data has not been obtained by the Controller directly from you, your data has been provided by your employer, principal or the entity you represent (hereinafter the "**Affiliate**"). To the extent that your data have not been obtained directly from you, the data processed by the Controller may include, in particular, your name, position/function, workplace, business telephone number, business e-mail address.
- (c) Personal data will be processed in particular:
- (i) (in order to take steps to enter into a contract with the Controller's Affiliate, to perform the contract and to monitor its performance, in particular for purposes such as handling complaints submitted, communications, performing information obligations, interaction and other contractual obligations, as well as for the purpose of settling the contract and performing the Controller's legal obligations in connection with its conclusion, performance and settlement - the legal basis is Art. 6(1)(f) GDPR (i.e. the fulfilment of the Controller's legitimate

- interest in carrying out its business activities, including the performance of agreements with the Partner and ongoing correspondence);
    - (ii) (in order to possibly establish or assert claims or defend against such claims by the Controller - the legal basis for data processing is Article 6(1)(f) GDPR (i.e. the fulfilment of the Controller's legitimate interest in being able to establish or assert claims or defend against them);
    - (iii) (in order to carry out marketing activities, in particular to provide you with marketing information - the legal basis for the processing is Article 6(1)(f) GDPR (i.e. the fulfilment of the Controller's legitimate interest in carrying out direct marketing).
  - (d) The personal data will be processed by the Controller for the period necessary to take steps to conclude a contract between the Affiliate and the Controller and, if a contract has been concluded, for the duration of the contract and/or the performance of the Controller's legal obligations in connection with the performance and settlement of the contract concluded with the Affiliate. The period for the processing of personal data may be extended each time by the period necessary to establish, assert and defend against claims, up to the maximum period of the statute of limitations for claims. After this period, the data will only be processed to the extent and for the duration required by law.
  - (e) Provision of personal data is voluntary, however, it may be necessary for the conclusion, performance and settlement of the contract binding the Controller with the Affiliate, as well as for the performance of the Controller's legal obligations related thereto. Failure to provide them may result in the impossibility of contacting you and the impossibility of fulfilling certain obligations or rights related to a contract binding the Controller with the Affiliate. Otherwise, the provision of data is not a statutory or contractual requirement, but is necessary for the purposes for which the data are collected and processed.

### 3. **FAMILY MEMBERS OF RELATIVES OF THE EMPLOYEE/ASSOCIATE**

- (a) If your data has been provided by a family member or other person close to you who is employed by the Company on the basis of an employment contract (hereinafter referred to as "**Employee**") or a civil law contract, e.g. for the provision of services (hereinafter referred to as "**Associate**") it will be processed in accordance with the following information.
- (b) The information contained in this section of the Privacy Policy concerns the rules for the processing of personal data of family members or other relatives of Employees/Associates of the Controller, which the Employee/ Associate provides as contact person data in the event of an accident or in connection with the exercise of employee and/or social security entitlements (in particular concerning benefits received from the Social Insurance Institution).
- (c) Personal data of family members or other relatives of Employees/Associates will be processed in particular:
  - (i) if your data has been provided to the Controller by the Employee - in order to contact you in the event of an accident involving the Employee preventing the Employee from contacting his/her next of kin - the legal basis is Article 6(1)(f) of the GDPR (i.e. the fulfilment of the Controller's legitimate interest in exercising the employee's rights to inform the family/relatives of the Employee's accident in accordance with the data provided by the Employee and the Controller's care as an employer to protect the Employee's interests (including health, property and personal interests) in the event of an accident involving the Employee). In this regard, the Company will process your data in the form of name, surname and telephone number;
  - (ii) in order for an Employee (only if he/she is covered by the relevant insurance)/Associate and/or you to exercise your social entitlements (in particular, those relating to benefits received from the Social Security, e.g. If specific data will be processed for this purpose, then the basis for processing will be Article 9(2)(b) GDPR (i.e. the necessity for the fulfilment of obligations and the exercise of specific rights by the Controller or the data subject in the field of labour law, social security and social protection, insofar as this is permitted by Union law or by the law of a Member State, or by a collective agreement under the law of a Member State providing for adequate safeguards for the fundamental rights and interests of the data subject). In this respect, the

Company will process your data as required by law, e.g. as indicated in Social Security forms;

- (iii) for the purpose of possible establishment or assertion of claims or defence against such claims by the Controller - the legal basis for data processing is Article 6(1)(f) of the GDPR (i.e. the fulfilment of the Controller's legitimate interest in being able to establish, assert or defend against claims), and in the case of specific data - the basis for data processing is Article 9(2)(f) of the GDPR (i.e. the necessity to establish, assert or defend claims). In this respect, the Company may process in particular the data indicated in (i) and (ii) above.
- (d) The personal data will be processed by the Controller for the duration of the legal relationship linking the Employee/Co-worker with the Controller and/or the performance of legal obligations incumbent on the Controller in connection with the purposes indicated in point 3(c) above. The period of processing of personal data may be extended each time by the period necessary to establish, assert and defend against claims, up to the maximum period of the statute of limitations for claims. After this period, the data will only be processed to the extent and for the duration required by law.
- (e) The provision of personal data for the purposes indicated in point 3 (c) (ii) to the extent required by law is generally required by law. Failure to provide them may result in the impossibility to exercise the rights indicated in point 3 (c) (ii), as well as to comply with the Controller's legal obligations related thereto. For the rest, the provision of data is not a statutory or contractual requirement, but is necessary for the purposes for which the data are collected and processed.

#### 4. **RECRUITMENT**

- (a) Your personal data will be processed for:
  - (i) to carry out the recruitment process currently under way for the position to which the recruitment application relates;
  - (ii) to carry out future recruitment processes - only if you have given your consent;
  - (iii) the possible establishment, investigation and defence against claims.
- (b) Personal data will be processed on the basis of:
  - (i) the fulfilment of the Controller's legal obligations relating to the Labour Code (applicable to employee recruitment only) - Article 6(1)(c) GDPR;
  - (ii) the necessity of the processing to take action at your request prior to the conclusion of an employment contract (applicable to the recruitment of employees) or a civil law contract, e.g. a service contract (applicable to the recruitment of associates) or a graduate traineeship contract (applicable to the recruitment of trainees) - Article 6(1)(b) GDPR;
  - (iii) your consent, if any (this applies to the current recruitment of employees, associates and trainees where more data is provided than is necessary for processing under (i) and (ii) b above) - Article 6(1)(a) GDPR. The provision of such data to the Controller, e.g. in a CV and/or cover letter, constitutes consent for the Controller to process such personal data. This consent may be withdrawn at any time;
  - (iv) your consent, if given (this applies to future recruitment of employees, associates and trainees) - Article 6(1)(a) GDPR. This consent may be withdrawn at any time;
  - (v) your consent, if any (if specific categories of personal data are included in your recruitment documents e.g. in your CV and/or cover letter) - Article 9(2)(a) GDPR. The provision of such data to the Controller e.g. in a CV and/or cover letter constitutes consent for the Controller to process such personal data. This consent may be withdrawn at any time;
  - (vi) in addition, data may be processed on the basis of the legitimate interest of the Controller to establish, assert or defend against claims (Article 6(1)(f) GDPR) and, in the case of specific data, on the basis of necessity to establish, assert or defend claims (Article 9(2)(f) GDPR).
- (c) The personal data you provide will be processed
  - (i) in relation to the current recruitment - for the time necessary for the recruitment to take place and, to the extent that the data are processed on the basis of consent and that consent is withdrawn, the data will be processed for a shorter period, i.e. until the consent is withdrawn;

- (ii) in relation to future recruitments, where consent has been given - until consent is withdrawn, but for no longer than 12 months

The period for the processing of personal data may be extended each time by the period of the statute of limitations for claims, if the processing of personal data is necessary for the establishment, investigation of possible claims or defence against such claims by the Controller. After this period, the data will be processed only to the extent and for the duration required by law.

- (d) The provision of your personal data is voluntary. The consequence of failing to provide personal data within the scope indicated in point 4 (b) (i) - (ii) above will be that you will not be able to participate in the current recruitment process, and within the scope of point 4 (b) (iv) above will be that you will not be able to participate in future recruitment processes. For the rest, the provision of personal data is not a contractual or statutory requirement and failure to do so has no negative consequences.

## 5. **EMAIL AND TRADITIONAL CORRESPONDENCE AND TELEPHONE CONTACT**

- (a) If you provide personal data in the course of communicating with the Controller by email, postal mail or telephone (on matters not related to the contract concluded or the services provided), the data will be processed for the purpose of corresponding with you or continuing telephone communication and dealing with the matter to which the contact relates and for the purpose of possibly establishing or asserting claims or defending against claims.
- (b) The legal basis for the processing is then the legitimate interest of the Controller (Article 6(1)(f) GDPR), consisting of correspondence and telephone communication related to the Controller's business activities, including the handling of matters reported by the interested parties. In addition, personal data may also be processed on the basis of the legitimate interest of the Controller consisting of the possibility of establishing or pursuing claims or defending against them (Article 6(1)(f) GDPR).
- (c) The aforementioned data will be stored for the duration of the correspondence or telephone communication and the settlement of the matter to which the contact relates. The period of processing may be extended each time by the period of limitation of claims, if the processing of your personal data is necessary for the Controller to establish or assert possible claims or to defend against such claims. After this period, the data will only be processed to the extent and for the duration required by law.
- (d) The provision of personal data is voluntary, but failure to provide such data to the extent necessary to carry out the communication and/or deal with the matter to which you are contacted will result in the impossibility to carry out the communication and/or deal with the matter.

## 6. **THIRD PARTIES WHOSE DATA ARE PROCESSED IN THE COURSE OF THE PROVISION OF LEGAL ASSISTANCE BY THE CONTROLLER**

- (a) The information contained below relates to the rules for the processing of personal data of third parties whose data is processed in the course of the provision of legal assistance by the Company (including but not limited to litigation, administrative proceedings, ongoing legal services, ad hoc legal advice) where the Company will be processing such data as a Data Controller within the meaning of the GDPR. These are persons such as, for example, contractors, colleagues or litigation opponents of the Company's customers.
- (b) To the extent that your data has not been obtained by the Controller directly from you, the data has been provided by our client (e.g. who is your employer, principal, contractor or litigation opponent), an authority or obtained from publicly available sources (e.g. CEIDG, KRS). To the extent that your data has not been obtained directly from you, the data processed by the Controller may include, in particular: your name, position/function, workplace, telephone number, e-mail address, correspondence address and other data necessary for the Company to provide legal assistance in a given case.
- (c) In particular, personal data will be processed: in order to provide legal assistance to the Controller's clients, as well as to comply with the Controller's legal obligations in connection with the provision of legal assistance - the legal basis is Article 6(1)(c) GDPR (i.e. the necessity to comply with a legal obligation incumbent on the Controller) and Article 6(1)(f) GDPR (i.e. the fulfilment of the Controller's legitimate interest in carrying out its business activities, including the provision of legal assistance). The data may also be processed for the purpose of possible

- establishment or assertion of claims or defence against such claims by the Controller - the legal basis for the processing is Article 6(1)(f) GDPR (i.e. the fulfilment of the Controller's legitimate interest in being able to establish, assert or defend against claims);
- (d) Personal data will be processed by the Controller for the period necessary to provide legal assistance to the Controller's client in the matter in respect of which your data are processed and/or to comply with the Controller's legal obligations in relation to the provision of legal assistance. The period for the processing of personal data may be extended each time by the period necessary to establish, assert and defend against claims, up to the maximum period of the statute of limitations for claims. After this period, data will be processed only to the extent and for the duration required by law.
- (e) To the extent required by law, the provision of personal data is required. The provision of data may be necessary for the provision of legal assistance by the Company and the performance of legal obligations incumbent on the Company. For the rest, the provision of data is not a statutory or contractual requirement, but is necessary for the purposes for which the data are collected and processed.

## II. **DATA PROCESSING - SOCIAL NETWORKS**

The Controller maintains social media accounts on LinkedIn, Facebook and X, among others. In connection with such activity, the Controller processes the personal data of users who visit the profile maintained by the Controller. The purpose of the processing of personal data is then to promote the Controller's own services, in particular to provide information about news and the Controller's business activities, as well as to maintain the Controller's social media profiles. The basis for the processing of personal data is Article 6(1)(f) of the GDPR, i.e. the Controller's legitimate interest in marketing activities to promote its own services, including the running of social media profiles.

## **COOKIES**

### 1. **BASIC INFORMATION**

Cookies are small files (in particular text files) containing information necessary for the correct use of the website [www.sdlegal.com.pl](http://www.sdlegal.com.pl) (the "Site"), which are stored on your terminal device (computer, tablet, smartphone, etc.) when you use the Site. The cookies do not contain data that can be used to establish the identity of the person using the Site. These cookies are not harmful to your device and do not alter its settings or the settings of its software.

### 2. **PURPOSE OF COOKIES**

Cookies are used, in particular, to ensure the proper functioning of the Site and to collect statistical data (for the development and improvement of the Site according to the preferences of its users).

### 3. **TYPES OF COOKIES**

During your use of the Site, temporary cookies (which are deleted when you close your browser) and permanent cookies (which are stored on your device for the time specified in their parameters or until they are deleted by you) are used.

### 4. **CONSENT TO THE USE OF COOKIES AND CHANGES TO YOUR BROWSER SETTINGS**

Your browser settings usually do not allow the storing of cookies by default. If you do not agree to the storing of cookies, please change your browser settings. Changes may consist in not storing cookies or informing you each time they are stored. It is also possible to manually delete cookies from your device. Detailed information on the possibility and methods of handling cookies is available in the settings and "Help" section of your internet browser. Please note that restrictions on the use of cookies may make it difficult or impossible to use the Site.

## **FINAL INFORMATION**

If you have any concerns regarding the processing of your personal data or the use of the Site (including the use of cookies), please contact: [biuro@sdlegal.com.pl](mailto:biuro@sdlegal.com.pl).