



**RGW Finance Sp. z o.o.**  
Spółka Doradztwa Podatkowego

## **INFORMATION ON THE PROCESSING OF PERSONAL DATA**

Based on art. 13(1) and (2) of the Regulation (EU) 1016/679 of the European Parliament and of the Council of 27.04.2016 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 (General Data Protection Regulation), we hereby inform as follows:

### **Data controller**

The controller of your personal data is RGW Finance Spółka z o.o. with its registered office in Warsaw, ul. Wspólna 35/11, 00-519 Warsaw, e-mail: [biuro@rgw-finance.com.pl](mailto:biuro@rgw-finance.com.pl), tel. +48 22 493 62 50.

### **Purpose of data processing and legal basis of processing**

The processing of personal data by RGW is based on art. 6(1)(a), (b), (c) and (f) of the GDPR, the aim of which is to answer the inquiry for legal assistance as an activity aimed at the possible conclusion of a contract for legal advice as well as for the implementation of the contract if concluded, and at performance by the Controller of his legal obligations and implementation of legitimate interests of the Controller.

### **Period for which data will be stored**

Your personal data will be stored for the period necessary to implement the above-mentioned aims and if the contract for legal advice is concluded for the period of its implementation and after its termination for the period required by law and specified by the limitation periods for possible claims.

### **The right to access data and other rights**

You have the right to access your data, correct, erasure, restriction of processing, right to transfer data, right to make a complaint and transfer data to the extent resulting from the provisions of the GDPR.

### **The right to make a complaint**

If you believe that the processing of your personal data violates the provisions of the GDPR you have the right to lodge a complaint with a supervisory authority.

### **Consequences of not providing data**

Providing your personal data is voluntary but at the same time necessary to answer the inquiry and conclude a contract for legal advice.

### **Data recipients**

Your personal data may be transferred only to attorneys, legal advisers, tax advisers and translators cooperating with RGW Finance on the provision of legal services.

Transfer of your data to third countries may take place when e-mail address given by you for correspondence purposes or e-mail address of a third party whose data is to be given in connection with the performance of the contract, is located on servers in a third country. Data may be transferred to third countries for which the Commission has found an adequate level of protection. If it is necessary to transfer your personal data to a third country for which the Commission's decision has not been issued, you will be informed in detail about it in order to give your consent.

### **Automated decisions, profiling:**

Your personal data will not be processed in an automated manner and will not be profiled.