



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

## **Privacy policy of RGW Finance Sp. z o.o.**

RGW Finance Sp. z o.o. attaches particular importance to the protection of privacy of the Users of [www.rgw-finance.pl](http://www.rgw-finance.pl) ("Website") and security of processing their personal data.

Taking into consideration the provisions of the Regulation of the European Parliament and 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 (General Data Protection Regulation) and Polish Act of 10 May 2018 on the protection of personal data the following Privacy Policy of RGW Finance Sp. z o.o. is defined.

The purpose of the Privacy policy is to explain the principles and grounds for processing of your personal data, which takes place during displaying our website, sending information through forms available on the website, registering and taking part in the events organised by RGW Finance Sp. z o.o. (conferences, webinars etc.), sending inquiries and documents for analysis by means of remote communication or requesting an offer as well as in all other situations where there is a reference to the Privacy Policy.

### **Data controller**

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

RGW Finance Sp. z o.o. applies appropriate legal measures to preserve confidentiality of your data and to protect it against unauthorised access.

Providing your personal data is voluntary. However, if you decide not to provide your personal data we may not be able to contact you or respond to your request. It may also prevent or hinder performance of the contract or fulfilment of a legitimate interest.

## **Purpose of data processing**

The processing of personal data by RGW Finance Sp. z o.o. is based on art. 6(1)(a), (b), (c) and (f) of the GDPR, the aim of which is:

- to conclude and execute contracts for legal advice with our clients,
- organise trainings and workshops,
- to cooperate with attorneys, legal advisers, tax advisers, notaries, translators and others on matters concerning our clients,
- to cooperate with providers of goods and services,
- to pursue legitimate interests of RGW Finance Sp. z o.o. as the data controller, i.e. providing legal services, marketing, informing about changes in law, organized events and activities of RGW,
- to recruit employees or co-operators,
- to ensure IT security on our website [www.rgw-finance.pl](http://www.rgw-finance.pl),
- static and analytical,
- to fulfil legal obligation.

## **Your legal rights:**

You have the right to:

- a) access your data, i.e. to obtain confirmation from the controller as to whether or not personal data concerning you is being processed and to execute your right to access your data,
- b) request correction of the personal data we hold about you,
- c) request erasure of your personal data (if you request to erase your data necessary for executing a contract, the contract may need to be terminated),
- d) request restriction of processing if:
  - the data subject questions the accuracy of personal data – for a period allowing the controller to check the accuracy of the data,
  - processing of data is unlawful but the data subject objects to the erasure of the data and requests restriction of processing instead,
  - the controller no longer requires the data for processing but the data subject needs it to establish, exercise or defend legal claims,

- the data subject has objected to the use of data on the basis of art. 21(1) – pending the verification whether the legitimate grounds of the controller override those of the data subject.

If the data is processed on the basis of your consent you have the right to withdraw consent at any time. This will not affect the lawfulness of any processing carried out before you withdraw your consent.

You also have the right to request the transfer of your personal data (the data subject has the right to receive the personal data concerning him or her in a structured, commonly used, machine-readable format that was provided to the data controller, and has the right to transmit those data to another controller without hindrance from the controller to which the personal data has been provided) and the right to object to processing of your personal data.

All requests concerning exercise of the above-mentioned rights should be directed to the Controller (contact details above).

### **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:

Prezes Urzędu Ochrony Danych Osobowych  
ul. Stawki 2  
00-193 Warszawa

### **Transferring data to other entities**

For the purpose of processing, RGW Finance Sp. z o.o. may transfer your personal data to entities cooperating on execution of a specific mandate, i.e. attorneys, legal advisers, tax advisers, chartered accountants, notaries, translators and other entities providing accounting and IT services, and as part of the ongoing proceedings to public administration authorities, courts, experts.

If the data are transferred to other entities, they are obliged to keep confidentiality and to process your personal data in accordance with the applicable legal provisions on protection of personal data.

Your data will not be transferred to third countries or international organisations.

### **No profiling**

RGW Finance Sp. z o.o. does not process data in an automated manner and does not use data profiling.

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

Your data is stored depending on the basis and purpose of processing: until the expiry of limitation periods related to the contract to which the processing of personal data is concerned, or related to limitation period of obligations under the law (at least 10 years), until the exercise of legitimate interests by RGW as the controller of personal data in a given case, until you withdraw your consent to the processing of data for marketing purposes. If it results from separate legal regulations (f. ex. Accounting Act, Tax Ordinance), personal data will be kept for the period required by the relevant provisions.

### **Changes to the Privacy policy**

All changes and updates to the Privacy policy will be published on the website <https://rgw-finance.pl/>

By using our website you accept the Privacy policy. If you do not accept our Privacy policy, you should stop using our website.

If you have any questions about processing of your personal data please contact RGW as the data controller.