PRIVACY POLICY

1. General Provisions

1.1. This Privacy Policy sets out the principles and conditions of the processing of Personal Data by the Controller, as well as informs Users of the purpose of using Cookies on the Website and of the option of disabling them.

1.2. The Users can contact the Controller on matters related to Personal Data Processing:

1.2.1. by post at the address indicated in 2.1.1 below or

1.2.2. by e-mail at biuro@barchan.pl.

1.3. The conditions of using the websites of LinkedIn, including their user personal data processing policies, are specified in the relevant terms of service and policies of those websites.

2. Definitions

2.1. The capitalized words used in this Privacy Policy, regardless of whether in the singular or plural, shall bear the following meaning:

2.1.1. **Controller** – a Personal Data Controller within the meaning of Article 4 of GDPR; advocate Przemysław Barchan, conducting business activity under the company name "Kancelaria Adwokacka Adwokat Przemysław Barchan" with its registered seat in Warsaw (address as indicated on the Website), EU VAT number 9591751859;

2.1.2. **Cookies** – small text files stored and saved on Website Users' end-devices necessary for the correct operation of the Website and its features as well as for purposes specified in the Privacy Policy;

2.1.3. **Personal Data** – any information relating to an identified or identifiable natural person, in particular by reference to an identifier such as a name and surname, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person, pursuant to GDPR;

2.1.4. **EEC** – the territory of the European Economic Community member countries, including EU member states;

2.1.5. **Privacy Policy** – this document that sets out the detailed conditions of processing Users' Personal Data; it is available on Website;

2.1.6. **Law on the Advocates' Profession** – Act of 26 May 1982 – Law on the Advocates' Profession;

2.1.7. **Controller's Profile** – the official profiles of the Controller on the LinkedIn platform (linkedin.com/company/barchan-legal and www.linkedin.com/in/przemyslaw-barchan);

2.1.8. **GDPR** – 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 (General Data Protection Regulation);

2.1.9. **Website** – the Controller's Website, available at www.barchanlegal.pl.

3. Processing of Personal Data by the Controller

3.1. Within the scope of his business activity, the Controller collects and processes Personal Data:

3.1.1. in connection with your using (for own purposes or for and on behalf of the Controller's Clients) the Controller's services,

3.1.2. in connection with your using the Controller's Website or Profiles,

3.1.3. in connection with maintaining contact between you and the Controller, including e-mail correspondence,

3.1.4. in connection with submitting applications to the Controller for work or cooperation,

3.1.5. of the employees or collaborators of the Controller's counter-parties.

3.2. The Controller collects and processes Personal Data in accordance with the law in force, in particular GDPR

and relevant national regulations, including the Act on the Advocates' Profession.

3.3. The Controller processes Personal Data in a manner that ensures its confidentiality and due safety. The Controller has taken adequate technical and organisational measures in place to protect the processed Personal Data from unauthorised disclosure. Only authorised persons and entities have access to the Personal Data and the scope of access of contractors and entities collaborating with the Controller is limited to minimum or restricted.

3.4. Your Personal Data processed by the Controller is also subject to the principles of legal professional privilege regulated by the Act on the Advocates' Profession and other legislation.

3.5. The Controller does not take any decisions as regards the Personal Data subjects solely by automated means.

4. Personal Data processing with regard to providing Services

4.1. The Controller processes your Personal Data for the purpose of entering into and performing legal services contracts between the Controller and you or entities you work for or collaborate with, as well as in cases when your Personal Data is processed by the Controller's clients due to the existence of a legal or factual relation between you and the Controller's client (e.g. you are the employee or collaborator of a counter-party of the Controller's client).

4.2. The Controller processes the Personal Data for:

4.2.1. entering into and performing the contracts mentioned in 4.1 above, in the scope necessary for entering into and performing them, including maintaining contact and responding to your or the above entities' enquiries connected with the said contracts;

4.2.2. providing legal services, including court representation;

4.2.3. fulfilling the Controller's responsibilities resulting from the law in force, including those related to the settlement of contractual and tax liabilities;

4.2.4. pursuing or defending against potential claims resulting from the abovementioned contracts.

4.3. Your Personal Data is processed by the Controller on the following legal grounds:

4.3.1. for purposes specified in 4.2.1 – Article 6 para. 1. b) of GDPR, i.e. processing is necessary for the performance of a contract to which the data subject is party or in order to take steps prior to entering into a contract mentioned in 4.1 above;

4.3.2. for purposes specified in 4.2.2 above – Article 6 para. 1. f) of GDPR, i.e. the legitimate interests pursued by the Controller or the Controller's client in connection with the services provided to the client;

4.3.3. for purposes specified in 4.2.3 above – Article 6 para. 1. c) of GDPR, i.e. processing is necessary for compliance with the Controller's legal obligation, in particular tax, accountancy or AML/CT obligations;

4.3.4. for purposes specified in Article 4 para. 2.4 above – Article 6 para. 1. f) of GDPR, i.e. the legitimate interests pursued by the Controller in cases of securing the possibility of solving potential disputes resulting from the contracts mentioned in 4.1 above (either perusing a claim against or to defend the Controller from any claim).

4.4. Your Personal Data is provided to us directly by you, by the entity you work for or collaborate with (with whom the Controller is entering into or for whom the Controller performing a contract), by the Controller's client or an entity providing such data pursuant to the law in force.

4.5. For contracts concluded with you directly, providing your Personal Data is voluntary, but necessary for performing a given contract.

5. Personal Data Processing for Contact Purposes

5.1. The Controller processes the Personal Data of persons contacting him for purposes not connected with the performance of contracts concluded between them and the Controller, as well as persons who the Controller contacts for purposes not connected with the performance of contracts concluded between them and the Controller. Subject to Article 6 below, the Controller contacts these persons by phone, e-mail.

5.2. The Controller processes the Personal Data obtained during these conversations (including the Personal

Data obtained through an enquiry) for the purpose of further contact, responding to an enquiry or taking other actions.

5.3. Providing any Personal Data when contacting the Controller is voluntary, but necessary for maintaining contact, receiving a response to an enquiry or taking other actions

5.4. Your Personal Data is processed by the Controller in cases of contact by phone, regular mail or e-mail under Article 6 para. 1. f) of GDPR, i.e. the legitimate interests pursued by the Controller, which is maintaining contact and responding to enquiries received in relations to the Controller's business activity.

5.5. Your Personal Data is provided to us directly by you or by the entity acting on your behalf.

6. Controller's Profiles

6.1. The Controller processes the Personal Data of LinkedIn users who visited the Controller's Profile and whose activity was recorded (online ID, comments, likes and other reactions to the content or comment posted by the Controller or other users, etc.)

6.2. The Controller processes the Personal Data of these users for:

6.2.1. communicating with users, including responding to submitted enquiries or referring to the users' activity on the Controller's Profiles;

6.2.2. enabling their activity on the Controller's Profiles;

6.2.3. maintaining and running the Controller's Profiles in accordance with their intended purpose, including for informing of and promoting the Controller's activities and services;

6.2.4. analytical and statistical purposes;

6.2.5. pursuing or defending against legal claims.

6.3. The legal grounds for processing your Personal Data by the Controller is the legitimate interest pursued by the Controller (Article 6 para. 1. f) of GDPR), which is running the Controller's Profiles in accordance with their intended purpose and the promotion of the Controller, as well as the pursuit of or defence against legal claims by the Controller.

6.4. The Personal Data of the user is provided directly by the user, as a result of his/her activity on the Controller's Profiles.

7. Counter-party's Employees and Contractors

7.1. In relation to the conducted business activity, the Controller obtains Personal Data (professional contact details, name and surname, position) of the employees and contractors of the Controller's counter-parties, with whom the Controller enters into contracts for services or another performance. The Personal Data of these persons are processed only for the purpose of performing the above contracts and appropriate contact throughout the duration thereof, and for pursuing or defending against potential claims.

7.2. The legal grounds for processing the Personal Data is the legitimate interest pursued by the Controller (Article 6 para. 1. f) of GDPR), which is the performance of the abovementioned contracts and the pursuit of or defence against potential claims.

7.3. The Personal Data of the abovementioned persons is retained only for the period necessary for performing the relevant contracts and until the end of the limitation period of the potential claims resulting from those contracts.

8. Personal Data retention period

8.1. The Controller processes your Personal Data only for a period allowed by law. This retention period depends both on the purpose and legal grounds for processing Personal Data, as well as their scope. If the legal grounds for processing is your consent, the Personal Data is retained for the validity period of your consent, provided the Controller is not entitled to process your Personal data on another legal basis, including the Controller's legitimate interests. Your Personal Data may in particular be processed in cases when it is necessary to determine, pursue or defend against claims.

8.2. If the retention period of your Personal Data ends, the Controller will anonymise or permanently erase your Personal Data.

9. Personal Data recipients and transfer outside the EEC

9.1. In relation to the business activity conducted by the Controller and only within the scope allowed by law,

Personal Data may be disclosed to third parties, including the Controller's counter-parties providing services (IT, accounting, recruitment, courier, marketing, postal, etc.) The Controller informs that your Personal Data is also processed using cloud computing services provided externally (including the providers of e-mail services).

9.2. Due to the regulations in force, the Controller is obliged to disclose (to the extent necessary) your Personal Data to relevant authorities, subject to the responsibilities resulting from the Act on the Advocates' Profession and the legal professional privilege.

9.3. As a rule, the Controller does not transfer Personal Data outside the European Economic Area, unless you concede to it or it is necessary, and the transfer of Personal Data is performed in accordance with the regulations specified in Chapter 5 of GDPR.

10. Your rights

10.1. As regards the processing of your Personal Data by the Controller, provided it is not against the Act on the Advocates' Profession, the Rules of Professional Conduct for Advocates and Legal Counsels, the legal professional privilege or the scope and manner of processing your Personal Data, you have the right to:

10.1.1. access the information on how your Personal Data is being processed by the Controller;

10.1.2. rectify your Personal Data;

10.1.3. object to the processing of your Personal Data, including processing for marketing purposes;

10.1.4. demand your Personal Data to be erased;

10.1.5. restrict the processing of your Personal Data;

10.1.6. withdraw your consent to the processing of your Personal Data (if your Personal Data is being processed on the basis of your consent);

10.1.7. submit a complaint to the supervisory authority having jurisdiction over your place of residence, place of work or where the violation took place (the relevant supervisory authority in Poland is the President of the Personal Data Protection Office).

10.2. In order to exercise the abovementioned rights (specified in 10.1.1-10.1.6 above), contact the Controller in a manner specified in 1.2 hereof (the only acceptable means of submitting enquiries or requests connected with processing Personal Data by the Controller).

10.3. The Controller provides information regarding Personal Data processing only to authorised persons and entities. If the Controller in unable to verify the identity of the person or entity submitting an enquiry or request, the Controller will refuse to fulfil the request.

10.4. The Controller responds to an enquiry or request within 30 days from the date of receiving it. If 30 days is not enough for responding to an enquiry or executing a request (including cases when the Controller is unable to verify the identity of the enquiry or request sender), this deadline may be extended.

10.5. Subject to 10.2 above, the responses to the enquiries or demands submitted to the Controller are performed by the same means as the enquiry or request, unless the sender requests a different manner of responding.

10.6. The Controller registers and processes the information and Personal Data of the entity submitting an enquiry or request in a report register.

11. Cookies

11.1. Cookies are only used to ensure the correct operation of the Website and its features, including the correct display of pages and content. Cookies are not used to identify users or collect users' Personal Data.

11.2. Lack of User's consent to Cookies makes it impossible to view the content of the Website

11.3. The User can disable saving and storing Cookies on the end-device at any time by configuring his/her Internet browser. The user can also clear the Cookies already stored on his/her end-device by using the "clear Cookies" option of the Internet browser.

11.4. The Website uses the following Cookies:

11.4.1. session cookies that facilitate using the Website during a given session and provide statistical data. They disappear when you finish the session;

11.4.2.

11.5. The Website uses the plugin of LinkedIn (to the Profile of the Controller). Using the plugin will redirect the user to the Profile of the Controller, and the administrator of the relevant social media platform will be notified of a visit to their website and the visitor's IP. For details on cookies used by LinkedIn platform and Personal Data processing policy please see the terms of service of LinkedIn platform.

11.6. If after enabling the Website to use cookies the user decides to change the cookies settings or clear cookies history, he/she must do so from the level of the Internet browser. Information on how to manage or clear cookies is available on the Websites of Internet browser developers.

12. Final Provisions

12.1. For matters not provided for herein the provisions of GDPR and the Polish law shall apply.

12.2. The Privacy policy is updated regularly and each change becomes effective the moment it is published on the Website.