

PRIVACY POLICY

ŁUKASZ PASTERNAK LAW OFFICE

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1. Introduction

Łukasz Pasternak running a business under the name Łukasz Pasternak Kancelaria Adwokacka, Al. J. Piłsudskiego 29, 05-270 Marki, correspondence address: ul. Malborska 1/11 , 03-286 Warsaw, email: biuro@pasternaklegal.pl, NIP: 1251620309 , REGON: 146582196, tel. +48 22 718 32 70, + 48 510-328-596 - hereinafter referred to as " **Pasternak LEGAL** " or The " **Law Firm** " or " **Administrator** " informs about the method of processing personal data entrusted to it.

The protection of personal data is an important aspect that we take into account in the organization of Pasternak LEGAL and in the provision of our services or when concluding other types of contracts. The goal of Pasternak LEGAL is transparent and reliable processing of personal data.

The principles of processing personal data by Pasternak LEGAL and the rights of data subjects are set out in this Privacy and Cookies Policy (hereinafter referred to as the " **Privacy and Cookies Policy** ").

Our goal is also to properly inform you about matters related to the processing of personal data, especially in view of the provisions on the protection of personal data contained in the Regulation (EU) 2016/679 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 (" **GDPR** ").

As part of our business, we process your personal data based on the principles of legality, reliability and transparency, limitation of the purposes of data processing and their minimization, accuracy, limitation of storage, integrity, confidentiality and accountability. For this reason, in this document we inform you about the legal basis for the processing of personal data, the methods of collecting and using it, as well as the rights of data subjects related to it.

Personal data means any data relating to an identified or identifiable natural person who can be identified, directly or indirectly, from such data. Personal data may include information such as names, contact details, identification data (incl networks), online identifiers or other characteristics specific to a given natural person.

This Privacy and Cookies Policy applies when you use:

- from our website available at - www.pasternaklegal.pl (hereinafter referred to as the " **Website** "); or
- our online store (hereinafter referred to as the " **Online Store** ") available at: www.pasternaklegal.pl ;
- or our other Website, which will be indicated in this Privacy and Cookies Policy or the list, as well as in the case of using our services, benefits, Products and Digital Goods, as well as the Application available at the link: <https://pasternaklegal.amberlo.io/> (hereinafter referred to as the " **Application** ") and other services provided by us, including events that refer to or display a link to this Policy. The document may be changed from time to time, in particular to ensure the greatest possible security of the personal data entrusted to us.

If you do not agree to our Privacy and Cookies Policy, please do not use the services our Website, Online Store, other internet domains or Application. Each user decides independently whether to use it his rights related to control over processing your data. The exercise of rights that lead to preventing the processing of personal data by the administrator in the scope of: where they are necessary for the administrator to provide the service, is tantamount to resignation from the given service.

For your convenience and clarity, we have included a table of contents at the beginning to make it easier for you to navigate through the document and easily find the information you are looking for.

We hope that in this Privacy and Cookies Policy you will find answers to all your questions regarding the protection of your personal data. In case of any additional doubts, you can always contact us by writing to the following e-mail address: biuro@pasternaklegal.pl

2. Who are we and how to contact us?

a. Administrator and scope of validity of the privacy policy

The administrator of personal data of persons using:

- services and benefits offered by Pasternak LEGAL;
- our website available at - www.pasternaklegal.pl (hereinafter referred to as the " **Website** "); or
- our online store (hereinafter referred to as the " **Online Store** ") available at: www.pasternaklegal.pl ; or
- our other Website, which will be indicated in this Privacy and Cookies Policy or the list, as well as in the case of using our services, benefits, Products and Digital Goods, as well as the Application available at the link: <https://pasternaklegal.amberlo.io/> (hereinafter referred to as the " **Application** ") and other services provided by us, including events that refer to or display a link to this Policy. The document may be changed from time to time, in particular to ensure the greatest possible security of the personal data entrusted to us.

within the meaning of 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: **GDPR**) Is:

ADMINISTRATOR:

Łukasz Pasternak running a business under the name Łukasz Pasternak Kancelaria Adwokacka Al. J. Piłsudskiego 29, 05-270 Marki, correspondence address: ul. Malborska 1/11, 03-286 Warszawa, email: biuro@pasternaklegal.pl , NIP: 1251620309 , REGON: 146582196, tel. +48 22 718 32 70, + 48 510-328-596

The terms "Administrator", "we", "us", "our" or other expressions referring to the administrator used in this document mean **Pasternak LEGAL**.

This Privacy Policy i cookies is used when you use our Website, Online Store, our services, Solution Applications and other services provided by us, including events that refer to this Policy or at which a link to it is displayed. This applies both to cases in which the administrator processes personal data obtained directly from the data subject and to cases in which we obtained personal data from other sources. We fulfill our information obligations in both of the above cases, specified in Art. 13 and art. 14 GDPR in accordance with these provisions.

b. Contact details

If you have any questions, reservations or doubts regarding the content of this Privacy and Cookies Policy or the way we process personal data, as well as a complaint regarding the processing of personal data (although we hope that there will be no need to submit such complaints), please contact us:

- via e-mail: biuro@pasternaklegal.pl
- by letter to the following address: Łukasz Pasternak Law Firm, ul. Malborska 1/11, 03-286 Warsaw.

c. Security

As professionals, we make every effort to protect the privacy of all users of our Website, Online Store, recipients of our services or people who purchase products or services from us, as well as use various types of services provided electronically or Applications, in particular by using all required legal precautions to protect users' personal data against loss, destruction, disclosure, unauthorized access and improper use.

We would also like to inform you that, by their actions, users can also contribute to increasing the security of the data provided to us, including personal data on the Internet (including by periodically changing the access password, using combinations of letters and numbers and special characters).

At the same time, we would like to point out that we are not responsible for the privacy policies of websites to which you will be redirected by clicking on links posted on the pages of our Website, Online Store or Application.

Our users are mainly companies and organizations that conclude a service contract with us. Details regarding the provision of our services are regulated in **REGULATIONS and GTC**.

3. Information about Processed Personal Data

Using the Website, Online Store, Application and services provided by the Administrator or establishing cooperation on another legal basis with Pasternak LEGAL requires the processing of your personal data. Below you will find detailed information about the purposes and legal basis of processing, as well as the processing period and the obligation or voluntary nature of providing it.

Purpose of processing	Processed personal data	Legal basis
<p>CONCLUSION, IMPLEMENTATION, PERFORMANCE OF THE AGREEMENT (including concluding an agreement for the provision of services (including legal services), cooperation, lease and other agreements, as well as taking actions aimed at their conclusion (including preparation of a quote/offer) and their settlement, including issuing an invoice, invoices)</p>	<ol style="list-style-type: none"> 1. name and surname/company; 2. residential/registered address; 3. PESEL/KRS number; 4. number nip; 5. e-mail address - e-mail; 6. Phone number; 7. in certain cases, data regarding an identity document; 8. payment details 9. image 10. information about the co-worker, in particular in the field of lawyers/legal advisors; 11. professional title; 12. information about which of our services you use; 13. data provided independently describing the Customer; 	<p>art. 6 section 1 letter b GDPR</p> <p><i>(processing is necessary to perform the contract concluded with the data subject or to take steps to conclude it)</i></p>
<p>Providing the above personal data is a condition for concluding and performing the contract for the provision of services (providing them is voluntary, but the consequence of not providing them will be the inability to conclude and perform the above-mentioned contract).</p>		
<p>The administrator will process the above. personal data until the limitation period for claims arising from the contract for the provision of services expires.</p>		
<p>IMPLEMENTATION OF THE CONTRACT</p>	<ol style="list-style-type: none"> 1. name and surname/company; 2. residential/registered address; 3. PESEL/KRS number; 	<p>art. 6 section 1 letter f GDPR</p>

(contractor's employees/ contractor/contractor's associates)	<ol style="list-style-type: none"> 4. number nip; 5. e-mail address - e-mail; 6. Phone number; 7. in certain cases, data regarding an identity document; 8. payment details 	<i>(legitimate interest of the Administrator consisting in coordinating activities with the contractor) (processing is necessary to perform the contract concluded with the data subject or to take steps to conclude it)</i>
<p>Providing the above personal data is a condition for concluding and performing the contract for the provision of services (providing them is voluntary, but the consequence of not providing them will be the inability to conclude and perform the above-mentioned contract).</p> <p>The administrator will process the above. personal data until the limitation period for claims arising from the contract for the provision of services expires.</p>		
RECRUITMENT OF EMPLOYEES	<ol style="list-style-type: none"> 1. name; 2. last name; 3. date of birth; 4. contact details provided by the candidate (e.g. residential address, e-mail address, telephone number); 5. education; 6. professional qualifications; 7. previous employment history; 8. image 	<p>art. 6 section 1 letter c GDPR</p> <p><i>(processing is necessary to fulfill the legal obligation imposed on the Administrator, in this case, obligations related to the recruitment of employees, specified in Article 22(1) § 1 of the Labor Code)</i></p> <p>and</p> <p>art. 6 section 1 letter a GDPR <i>(personal data processing takes place on the basis of consent granted)</i></p>
<p>Providing the above personal data is mandatory and necessary to conduct the recruitment procedure.</p> <p>The administrator will process the above. personal data until the recruitment procedure is completed or the candidate resigns from applying for employment, unless the candidate consents to the processing of his or her personal data also for the purposes of possible future recruitment.</p>		
RECRUITMENT OF EMPLOYEES	<ol style="list-style-type: none"> 1. name; 2. last name; 3. date of birth; 4. contact details provided by the candidate (e.g. residential address, e-mail address, telephone number); 5. education; 6. professional qualifications; 7. previous employment history; 8. image 	<p>art. 6 section 1 letter f GDPR</p> <p><i>(processing is necessary to pursue the legitimate interest of the Administrator, in this case the proper conduct of the recruitment procedure)</i></p>
<p>Providing the above personal data is voluntary, but necessary to conduct the recruitment procedure (the consequence of not providing it will be the inability to participate in the recruitment procedure).</p> <p>The administrator will process the above. personal data until the recruitment procedure is completed or the candidate resigns from applying for employment, unless the candidate consents to the processing of his or her personal data also for the purposes of possible future recruitment.</p>		
ESTABLISHMENT, INVESTIGATION OR DEFENSE OF CLAIMS	<ol style="list-style-type: none"> 1. name and surname/company; 2. e-mail address; 3. residential/registered address; 4. PESEL/KRS number; 5. number nip. 	<p>art. 6 section 1 letter f GDPR</p> <p><i>(processing is necessary to pursue the legitimate interest of the Administrator, in this case determining, pursuing or defending against claims that may arise in connection with the provision of services or the use of the Website)</i></p>
<p>Providing the above personal data is voluntary, but necessary in order to establish, pursue or defend against claims that may arise in connection with the provision of services or the use of the Website (the consequence of failure to provide the above-mentioned data will be the Administrator's inability to take the above-mentioned actions)</p> <p>The administrator will process the above. personal data until the expiry of the limitation periods for claims that may arise in connection with the provision of services or the use of the Website.</p>		
OPERATION OF THE CONTACT FORM	<ol style="list-style-type: none"> 1. name; 2. e-mail address - e-mail address; 3. Phone number; 	<p>art. 6 section 1 letter f GDPR</p> <p><i>(processing is necessary to pursue the legitimate interest of the Administrator 1, in this case to respond to the sent message)</i></p>
<p>Providing the above personal data is voluntary, but necessary in order to receive a response to the message sent (the consequence of not providing them will be the inability to receive a response).</p> <p>The administrator will process the above. personal data until an effective objection is raised or the purpose of processing is achieved.</p>		
FORM – FREE INITIAL VERIFICATION	<ol style="list-style-type: none"> 1. name; 2. e-mail address - e-mail address; 3. Phone number; 	<p>art. 6 section 1 letter f GDPR</p> <p><i>(processing is necessary to pursue the legitimate interest of the Administrator 1, in this case to respond to the sent message)</i></p>
<p>Providing the above personal data is voluntary, but necessary in order to receive a response to the message sent (the consequence of not providing them will be the inability to receive a response).</p> <p>The administrator will process the above. personal data until an effective objection is raised or the purpose of processing is achieved.</p>		

<p>Maintaining the Administrator's profiles on Facebook, Instagram, LinkedIn and YouTube, Spotify, Vimeo, Pinterest, TikTok (hereinafter referred to as "Social Services")</p>	<ol style="list-style-type: none"> 1. your profile name; 2. data that you have placed on your profile as "public"; 3. Your image (if it is visible in photos available on your profile as "public"); 4. personal data posted by you in comments under the content published on the Administrator's profile or sent in a private message to the Administrator's profile; 5. statistical and advertising data collected by the social networking site; 6. your profile name. 	<p>art. 6 section 1 letter f GDPR</p> <p><i>(processing is necessary to implement the legitimate interest of the Administrator, in this case maintaining profiles on the Websites)</i></p>
<p>Providing the above personal data is voluntary, but necessary in order for you to use the Administrator's profile on a given Social Website (the consequence of not providing them will be the inability to use the Administrator's profile).</p> <p>The administrator will process the above. personal data until an effective objection is raised or the purpose of processing is achieved.</p> <p>The Administrator informs that in the field of statistical and advertising data, the co-administrator of personal data is the entity responsible for running a given Website, i.e.:</p> <ol style="list-style-type: none"> 1. Meta Platforms Ireland Limited – regarding the Facebook and Instagram Websites; 2. LinkedIn Ireland Unlimited Company – regarding the LinkedIn Website; 3. Google LLC – within the scope of the YouTube Service. 4. Vimeo, Inc. – a service enabling embedding audiovisual materials on the website; 5. Google Analytics by Google LLC – marketing tool; 6. YouTube by Google LLC – embedding audiovisual materials; 7. Pixel Meta – marketing tool; 8. Spotify AB based at: Regeringsgatan 19, 111 53, Stockholm, Sweden <p>Detailed information regarding mutual arrangements between the Administrator and the above-mentioned entities and the processing of personal data by the above-mentioned entities can be found in privacy policies and other documents published on the Websites.</p> <p>As part of the Administrator's business, social media plug-ins have also been embedded on the website. The purpose and scope of data collection and its further processing and use by service providers are described in the privacy policies indicated below:</p> <p>a) Facebook – https://www.facebook.com/privacy/explanation . b) Instagram – https://help.instagram.com/519522125107875?helpref=page_content . c) YouTube – https://support.google.com/youtube/answer/7671399 . d) LinkedIn – https://www.linkedin.com/legal/privacy-policy . e) Vimeo, Inc. – https://vimeo.com/features/video-privacy . f) Pinterest – https://policy.pinterest.com/pl/privacy-policy . g) Spotify : – https://www.spotify.com/pl/legal/privacy-policy/</p> <p>Any questions and claims arising from your use of the Websites should be directed directly to the above-mentioned. entities.</p>		
<p>CONCLUSION AND PERFORMANCE OF THE AGREEMENT FOR THE PROVISION OF ACCOUNT SERVICES</p>	<ol style="list-style-type: none"> 1. first name and last name; 2. e-mail address - e-mail address; 	<p>art. 6 section 1 letter b GDPR</p> <p><i>(processing is necessary to perform the Agreement for the provision of the Account Service concluded with the data subject or to take steps to conclude it)</i></p>
<p>Providing the above personal data is a condition for concluding and performing the contract for the provision of the Account Service (providing them is voluntary, but the consequence of not providing them will be the inability to conclude and perform the above-mentioned contract, including the creation of an Account).</p> <p>The administrator will process the above. personal data until the limitation period for claims arising from the Agreement for the provision of the Account Service expires.</p>		
<p>CONCLUSION AND PERFORMANCE OF THE AGREEMENT FOR THE PROVISION OF CUSTOMER ACCOUNT SERVICE IN THE APPLICATION</p>	<ol style="list-style-type: none"> 1. first name and last name; 2. e-mail address - e-mail address; 	<p>art. 6 section 1 letter b GDPR</p> <p><i>(processing is necessary to perform the Agreement for the provision of the Account Service concluded with the data subject or to take steps to conclude it)</i></p>
<p>Providing the above personal data is a condition for concluding and performing the contract for the provision of the Customer Account Service (providing them is voluntary, but the consequence of not providing them will be the inability to conclude and perform the above-mentioned contract, including the creation of a Customer Account).</p> <p>The administrator will process the above. personal data until the limitation period for claims arising from the Agreement for the provision of the Customer Account Service expires.</p>		

<p>CONCLUSION AND PERFORMANCE OF A PAID AGREEMENT FOR THE SUPPLY OF DIGITAL GOODS</p>	<ol style="list-style-type: none"> 1. First name and last name; 2. e-mail address; 3. Phone number; 4. address of residence/business (street, house number, apartment number, city, postal code, country); 5. optionally - company name and NIP (if the Buyer is an Entrepreneur or an Entrepreneur with Consumer rights), in the case of Customers who are not consumers, it is also necessary to provide the company name and NIP number if the purchase is made as part of a business activity; 6. payment details 	<p>art. 6 section 1 letter b GDPR</p> <p><i>(processing is necessary to perform a paid Agreement for the supply of Digital Goods concluded with the data subject or to take steps to conclude it)</i></p>
<p>Providing the above personal data is a condition for concluding and performing a paid Agreement for the supply of Digital Goods (providing them is voluntary, but the consequence of not providing them will be the inability to conclude and perform a paid Agreement for the supply of Digital Goods).</p> <p>The administrator will process the above. personal data until the limitation period for claims arising from the paid Agreement for the supply of Digital Goods expires.</p>		
<p>CONCLUSION AND PERFORMANCE OF A FREE AGREEMENT FOR THE SUPPLY OF DIGITAL GOODS</p>	<ol style="list-style-type: none"> 1. name; 2. e-mail address - e-mail address; 	<p>art. 6 section 1 letter b GDPR</p> <p><i>(processing is necessary to perform a free-of-charge Agreement for the supply of Digital Goods concluded with the data subject or to take steps to conclude it)</i></p>
<p>Providing the above personal data is a condition for concluding and performing a free Agreement for the supply of Digital Goods (providing them is voluntary, but the consequence of not providing them will be the inability to conclude and perform a free Agreement for the supply of Digital Goods).</p> <p>The administrator will process the above. personal data until the limitation period for claims arising from the free Agreement for the supply of Digital Goods expires.</p>		
<p>CONCLUSION AND PERFORMANCE OF THE NEWSLETTER DELIVERY AGREEMENT (receiving commercial and marketing information)</p>	<ol style="list-style-type: none"> 1. name 2. e-mail address; 3. statistical and advertising data collected by the social networking site; 4. date and time of actions taken; 5. device IP number; 6. type of device operating system; 7. approximate location; 8. type of web browser; 9. type of device; 10. time spent on the Website, Online Store; 11. visited subpages and other activities undertaken within the Website or Online Store 12. actions taken 	<p>art. 6 section 1 letter b GDPR</p> <p><i>(processing is necessary to perform the Newsletter Delivery Agreement concluded with the data subject or to take steps to conclude it, sending commercial and/or marketing information)</i></p> <p>art. 6 section 1 letter f GDPR</p> <p><i>(processing is necessary to pursue the legitimate interest of the Administrator, in this case informing about new products and promotions)</i></p> <p>Art. 6 section 1 letter a GDPR</p> <p><i>(personal data processing is based on the consent granted)</i></p>
<p>Providing the above personal data is voluntary, but necessary in order to receive the Newsletter, commercial and/or marketing information (the consequence of not providing it will be the inability to receive the Newsletter, commercial and/or marketing information).</p> <p>The administrator will process the above. personal data until the effective objection or achievement of the purpose of processing or until the limitation period for claims arising from the Agreement for the provision of the Newsletter, commercial and/or marketing information (depending on which of the above-mentioned events occurs first).</p>		
<p>ADDING OPINIONS AND COMMENTS ON THE WEBSITE AND ONLINE STORE</p>	<ol style="list-style-type: none"> 1. name; 2. e-mail address; 3. IP number. 	<p>art. 6 section 1 letter a GDPR</p> <p><i>(personal data processing takes place on the basis of consent granted)</i></p>
<p>Providing the above personal data is voluntary, but necessary in order to add a comment (the consequence of not providing them will be the inability to add a comment or opinion).</p> <p>The administrator will process the above. personal data until the consent is withdrawn (deletion of the comment or opinion).</p>		
<p>ADDING OPINIONS ABOUT PRODUCTS AND SERVICES</p>	<ol style="list-style-type: none"> 1. first name and (optional) last name; 2. e-mail address; 3. IP number. 	<p>art. 6 section 1 letter a GDPR</p> <p><i>(personal data processing takes place on the basis of consent granted)</i></p>
<p>Providing the above personal data is voluntary, but necessary in order to add an opinion (the consequence of not providing them will be the inability to add an opinion).</p> <p>The administrator will process the above. personal data until the consent is withdrawn (deletion of the opinion).</p>		

<p align="center">CONDUCTING COMPLAINT PROCEDURE</p>	<ol style="list-style-type: none"> 1. first name and last name 2. e-mail address 	<p>art. 6 section 1 letter c GDPR</p> <p><i>(processing is necessary to fulfill the legal obligation imposed on the Administrator, in this case the obligations:</i></p> <ul style="list-style-type: none"> • <i>responding to a complaint – art. 7a of the Consumer Rights Act;</i> • <i>implementation of the Customer's rights arising from the provisions on the Administrator's liability in the event of non-compliance of the Subject of the digital service with the Agreement relating to it)</i>
<p>Providing the above personal data is a condition for receiving a response to a complaint or exercising the Customer's rights arising from the provisions on the Administrator's liability in the event of non-compliance of the Subject of the digital service with the Agreement relating to it (providing them is voluntary, but the consequence of not providing them will be the inability to receive a response to the complaint and to exercise the above-mentioned rights) .</p> <p>The administrator will process the above. personal data for the duration of the complaint procedure, and in the event of the above-mentioned implementation. the Customer's rights - until they expire.</p>		
<p align="center">CONDUCTING ANALYTICAL OR STATISTICAL ACTIVITIES, in particular analysis of your activity on the Website and Online Store</p>	<ol style="list-style-type: none"> 1. date and time of visit; 2. device IP number; 3. type of device operating system; 4. approximate location; 5. type of web browser; 6. type of device; 7. time spent on the Website, Online Store; 8. visited subpages and other activities undertaken within the Website or Online Store 	<p>art. 6 section 1 letter f GDPR</p> <p><i>(processing is necessary to pursue the legitimate interest of the Administrator, in this case obtaining information about your activity on the Website)</i></p>
<p>Providing the above personal data is voluntary, but necessary in order for the Administrator to obtain information about your activity on the Website (the consequence of not providing them will be the Administrator's inability to obtain the above-mentioned information).</p> <p>The administrator will process the above. personal data until an effective objection is raised or the purpose of processing is achieved.</p>		
<p align="center">ORGANIZING THE EVENT (ON-SITE OR ONLINE) AND ALLOWING YOU TO PARTICIPATE IN IT</p>	<ol style="list-style-type: none"> 1. first name and last name; 2. e-mail address; 3. optional – other contact details; 4. details of the organization you belong to; 5. answers to the questions included in the registration form. 	<p>art. 6 section 1 letter b GDPR</p> <p><i>(processing is necessary to perform the contract for participation in the event concluded with the data subject or to take steps to conclude it)</i></p>
<p>Providing the above personal data is a condition for concluding and performing the contract for participation in the event (providing them is voluntary, but the consequence of not providing them will be the inability to participate in the event).</p> <p>The administrator will process the above. personal data from the time of limitation of claims arising from the contract for participation in the event.</p>		
<p align="center">ORGANIZING AN EVENT (INCLUDING ON-SITE TRAINING AND ENABLING YOU TO PARTICIPATE IN IT, AS WELL AS CONCLUDING A CONTRACT IN THIS AREA OR TAKING ACTIONS TO CONCLUDE IT</p>	<ol style="list-style-type: none"> 1. first name and last name; 2. e-mail address; 3. Phone number; 4. optional – other contact details; 5. details of the organization you belong to; 6. answers to the questions included in the registration form. 7. address of residence/business (street, house number, apartment number, city, postal code, country); 8. optionally - company name and NIP (if the Buyer is an Entrepreneur or an Entrepreneur with Consumer rights), in the case of Customers who are not consumers, it is also necessary to provide the company name and NIP number if the purchase is made as part of a business activity; 	<p>art. 6 section 1 letter b GDPR</p> <p><i>(processing is necessary to perform the contract for participation in the event concluded with the data subject or to take steps to conclude it)</i></p>

	9. payment details	
<p>Providing the above personal data is a condition for concluding and performing the contract for participation in the event (providing them is voluntary, but the consequence of not providing them will be the inability to participate in the event).</p> <p>The administrator will process the above. personal data from the time of limitation of claims arising from the contract for participation in the event.</p>		
<p>ORGANIZING AN EVENT (INCLUDING ON-SITE TRAINING AND ENABLING YOU TO PARTICIPATE IN IT, AS WELL AS CONCLUDING A CONTRACT IN THIS AREA OR TAKING ACTIONS TO CONCLUDE IT</p>	<ol style="list-style-type: none"> 1. first name and last name; 2. e-mail address; 3. Phone number; 4. optional – other contact details; 5. details of the organization you belong to; 6. answers to the questions included in the registration form. 7. address of residence/business (street, house number, apartment number, city, postal code, country); 8. optionally - company name and NIP (if the Buyer is an Entrepreneur or an Entrepreneur with Consumer rights), in the case of Customers who are not consumers, it is also necessary to provide the company name and NIP number if the purchase is made as part of a business activity; 9. payment details 	<p>art. 6 section 1 letter b GDPR</p> <p><i>(processing is necessary to perform the contract for participation in the event concluded with the data subject or to take steps to conclude it)</i></p>
<p>Providing the above personal data is a condition for concluding and performing the contract for participation in the event (providing them is voluntary, but the consequence of not providing them will be the inability to participate in the event).</p> <p>The administrator will process the above. personal data from the time of limitation of claims arising from the contract for participation in the event.</p>		
<p>ADMINISTRATION OF THE WEBSITE AND ONLINE STORE</p>	<ol style="list-style-type: none"> 1. IP address; 2. server date and time; 3. information about your web browser; 4. information about the operating system. <p>The above data is saved automatically in the so-called server logs each time you use the Website (administrating them without the use of server logs and automatic recording would not be possible).</p> <ol style="list-style-type: none"> 1. date and time of visit; 2. device IP number; 3. type of device operating system; 4. approximate location; 5. type of web browser; 6. type of device; 7. time spent on the Website, Online Store; 8. visited subpages and other activities undertaken within the Website or Online Store 	<p>art. 6 section 1 letter f GDPR</p> <p><i>(processing is necessary to pursue the legitimate interest of the Administrator, in this case ensuring the proper operation of the Website)</i></p>
<p>Providing the above personal data is voluntary, but necessary to ensure the proper operation of the Website (the consequence of not providing them will be the inability to operate the Website properly).</p> <p>The administrator will process the above. personal data until an effective objection is raised or the purpose of processing is achieved.</p>		
<p>ADMINISTRATING AND SHARING THE APPLICATION</p>	<ol style="list-style-type: none"> 1. name and surname/company; 2. residential/registered address; 3. PESEL/KRS number; 4. number nip; 5. e-mail address - e-mail; 6. Phone number; 7. in certain cases, data regarding an identity document 8. payment details 9. history of cooperation with the client; 10. events; 11. financial information; 12. activities related to the Client, including descriptions and notes; 13. documents relating to the Client; 14. date and time of visit; 	<p>art. 6 section 1 letter b GDPR</p> <p><i>(processing is necessary to perform the Agreement for the provision of the Account Service concluded with the data subject or to take steps to conclude it)</i></p> <p>art. 6 section 1 letter b GDPR</p> <p><i>(processing is necessary to perform the contract concluded with the data subject or to take steps to conclude it)</i></p>

	<ol style="list-style-type: none"> 15. device IP number; 16. type of device operating system; 17. approximate location; 18. type of web browser; 19. type of device; 20. time spent on the Website, Online Store; 21. visited subpages and other actions taken in the Application 	
<p>Providing the above personal data is a condition for concluding and performing the contract for the provision of the Customer Account Service (providing them is voluntary, but the consequence of not providing them will be the inability to conclude and perform the above-mentioned contract, including the creation of a Customer Account).</p> <p>The administrator will process the above. personal data until the limitation period for claims arising from the Agreement for the provision of the Customer Account Service and or the use of the Services expires, no later than until the limitation period for claims expires.</p>		
<p>USING THE WEBSITE WITHOUT REGISTRATION</p>	<ol style="list-style-type: none"> 1. IP address; 2. server date and time; 3. information about your web browser; 4. information about the operating system 5. date and time of visit; 6. device IP number; 7. type of device operating system; 8. approximate location; 9. type of web browser; 10. type of device; 11. time spent on the Website, Online Store; 12. visited subpages and other activities undertaken within the Website, Online Store; 13. statistical and advertising data; 	<p>art. 6 section 1 letter f</p> <p><i>(processing is necessary to pursue the legitimate interest of the Administrator, in this case ensuring the proper operation of the Website)</i></p> <p>art. 6 section 1 letter a GDPR</p> <p><i>(conducting analytics and statistics on the use of the Website by users in order to improve its operation - which involves, for example, analyzing how users navigate the Website in order to understand how users use the Website and make it more intuitive and convenient in the future in use, we process based on your consent to the processing of personal data)</i></p>
<p>We process your data to ensure the functionality of our Website. These functionalities include, above all, the ability to browse the content contained on the Website, Online Store, the ability to use web chat and contact forms, and adjust the content of the Website to your preferences. Providing the above personal data is voluntary, but necessary to ensure the proper operation of the Website (the consequence of not providing them will be the inability to operate the Website properly).</p> <p>The administrator will process the above. personal data until an effective objection is raised or the purpose of processing is achieved.</p>		
<p>PARTICIPATION IN WORKSHOPS AND WEBINARS</p>	<ol style="list-style-type: none"> 1. name and surname or 2. name 3. e-mail address 4. Phone number 	<p>art. 6 section 1 letter a) GDPR</p> <p><i>(Your consent to the processing of personal data to enable you to participate in workshops or webinars.)</i></p> <p>art. 6 section 1 letter b GDPR</p> <p><i>(processing is necessary to perform the contract for participation in the event concluded with the data subject or to take steps to conclude it)</i></p>
<p>Providing the above personal data is a condition for concluding and performing the contract for participation in the event (providing them is voluntary, but the consequence of not providing them will be the inability to participate in the event).</p> <p>The administrator will process the above. personal data from the time of limitation of claims arising from the contract for participation in the event</p>		
<p>ACCEPTANCE AND CONSIDERATION OF THE REQUEST PURSUANT TO THE GDPR</p>	<ol style="list-style-type: none"> 5. first name and last name 6. e-mail address 7. the content of the task 	<p>Art. 6 section 1 letter c</p> <p><i>(obligation under the GDPR to provide the data subject with information about activities)</i></p>
<p>The administrator will process the above. personal data until the limitation period for claims arising from the contract for the provision of services expires.</p>		
<p>KEEPING STATISTICS</p>	<ol style="list-style-type: none"> 1. date and time of visit; 2. device IP number; 3. type of device operating system; 4. approximate location; 5. type of web browser; 6. type of device; 7. time spent on the Website, Online Store; 8. visited subpages and other activities undertaken within the Website or Online Store 9. type of benefits acquired; 10. collaboration category 11. name 12. transaction value 13. transaction history 	<p>Art. 6 section 1 letter f</p> <p><i>(the Administrator's legitimate interest in collecting and using statistics to improve the scope and quality of the services offered).</i></p>

Providing the above personal data is voluntary, but necessary in order for the Administrator to obtain information about your activity on the Website (the consequence of not providing them will be the Administrator's inability to obtain the above-mentioned information).

The administrator will process the above. personal data until an effective objection is raised or the purpose of processing is achieved.

ARCHIVING OF DOCUMENTS	any data obtained from users	art. 6 section 1 lit. c) or f) GDPR <i>(legitimate interest of the Administrator)</i>
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We will process data for periods required by law for specific types of documentation, e.g. Settlement documents for tax purposes, we will process for 5 years from the end of the year in which the tax obligation arose and to secure information in the event of a legal need to prove facts until the deadlines expire. limitation period for possible claims.

THE ORDER FORM	<ol style="list-style-type: none"> 1. first name and last name; 2. e-mail address; 3. Phone number; 4. optional – other contact details; 5. details of the organization you belong to; 6. answers to the questions included in the registration form. 7. address of residence/business (street, house number, apartment number, city, postal code, country); 8. optionally - company name and NIP (if the Buyer is an Entrepreneur or an Entrepreneur with Consumer rights), in the case of Customers who are not consumers, it is also necessary to provide the company name and NIP number if the purchase is made as part of a business activity; 9. payment details 	Art. 6 section 1 letter f <i>(i.e. the Administrator's legitimate interest in collecting and using statistics to improve the scope and quality of the services offered).</i>
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Providing the above personal data is a condition for concluding and performing the contract for the provision of services (providing them is voluntary, but the consequence of not providing them will be the inability to conclude and perform the above-mentioned contract).

The administrator will process the above. personal data until the limitation period for claims arising from the contract for the provision of services expires.

REGISTRATION FORM	<ol style="list-style-type: none"> 1. first name and last name; 2. e-mail address; 3. Phone number; 4. optional – other contact details; 5. details of the organization you belong to; 6. answers to the questions included in the registration form. 7. address of residence/business (street, house number, apartment number, city, postal code, country); 8. optionally - company name and NIP (if the Buyer is an Entrepreneur or an Entrepreneur with Consumer rights), in the case of Customers who are not consumers, it is also necessary to provide the company name and NIP number if the purchase is made as part of a business activity; 9. payment details 	art. 6 section 1 letter f GDPR <i>(i.e. legitimate interest of the Administrator)</i>
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Providing the above personal data is a condition for concluding and performing the contract for the provision of services (providing them is voluntary, but the consequence of not providing them will be the inability to conclude and perform the above-mentioned contract).

The administrator will process the above. personal data until the limitation period for claims arising from the contract for the provision of services expires.

REPLY TO YOUR MESSAGE	<ol style="list-style-type: none"> 1. first name and last name; 2. e-mail address; 3. Phone number; 4. optional – other contact details; 5. details of the organization you belong to; 6. answers to the questions included in the registration form. 	art. 6 section 1 letter f GDPR, <i>(i.e. the Administrator's legitimate interest in handling correspondence)</i>
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Providing the above personal data is necessary to respond (providing them is voluntary, but failure to provide them will result in the inability to conclude and perform the above-mentioned contract).

The administrator will process the above. personal data until the limitation period for claims arising from the contract for the provision of services expires.

ensuring the security of the ICT environment, using internal control systems, monitoring the Office and recording entries and exits from the Office, determining conflicts of interest and ethical violations to the extent necessary to prevent abuse, for archival and statistical purposes, as well as providing services to the client in a situation in which the customer's interests override the interests, rights and freedoms of the data subject.

1. name and surname/company; residential/registered address; PESEL/KRS number; number nip;
2. e-mail address - e-mail; Phone number; in certain cases, data regarding an identity document;
3. payment details image
4. information about the co-worker, in particular in the field of lawyers/legal advisors; professional title; information about which of our services you use; data provided independently describing the Customer; date and time of visit; device IP number; type of device operating system; approximate location; type of web browser; type of device; time spent on the Website, Online Store; visited subpages and other activities undertaken within the Website and Online Store; type of benefits acquired; collaboration category; transaction value; transaction history

art. 6 section 1 letter b GDPR

(processing is necessary to perform the contract concluded with the data subject or to take steps to conclude it)

art. 6 section 1 letter a GDPR

(personal data processing takes place on the basis of consent granted)

The administrator will process the above. personal data until the limitation period for claims expires, and if the processing is based on consent, until its withdrawal.

4. Who do we collect personal data from?

a. General information

The data is collected directly from the data subject or from the user. Personal data is provided, for example, when creating an account on the Website, Online Store, Application, subscribing to the newsletter or other forms of marketing, or contacting us.

You can also unsubscribe from receiving the Newsletter yourself or completely delete your account from the Website by contacting us at the contact details provided by us. Each newsletter message sent by the Administrator as part of the service also contains a link enabling you to unsubscribe from receiving it (opt-out option). The Regulations of the Newsletter and Lead Magnet are included in **the Regulations of PASTERNAK LEGAL**.

data of customers, including users of our Website, Online Store and natural persons representing users who are legal entities, as well as other persons We usually obtain visitors to the Website directly from people who to whom the data relates or their associates.

If you are a colleague of our user, we may also have received Your data from the user or his other colleagues .

You can also provide us with your personal data by communicating with us - e.g. by asking questions about the services, submitting a complaint - on the Website, Online Store via e-mail, by phone or by correspondence.

In addition, we process your data regarding how you use the Website, Online Store, Application, our offer and services.

We may also obtain personal data from other entities that are not users of our Website, Online Store or Application or their collaborators, such as in particular Facebook, provided that the data subjects consent to the relevant entity providing us with this personal data.

b. Data collected automatically

During your presence on the Website, Online Store and when you use our Application, some of your data will be collected automatically.

c. Data obtained automatically on the Website, Online Store, Application

We process the so-called operational data (data characterizing the way of using the Website), including in particular identifying markings, your IP address, markings identifying the end of the telecommunications network or the IT system you use, browser type, browser language, information about the use of our services, information about the beginning, end and scope of each time you use the Website, type and version of the operating system, screen resolution, data collected in the Server logs and other similar information.

We may also automatically collect certain information about the mobile phone, tablet or other hardware used to access the mobile application, including Device ID, User ID, operating program type and version.

d. Data obtained automatically from external suppliers

We may also automatically collect personal data from others entities that are not users of our Website or their collaborators, such as: Facebook or Google.

We only use your data obtained from external suppliers within the tool or application of a given supplier provided to us. your data obtained automatically from external suppliers will not be collected by us or transferred to other entities, and our access to them is limited to the possibility of processing them within and using a tool or application given supplier.

the above data (i.e. data collected via the Website, Online Store and Application), among others: in order to analyze information about traffic on the Website, Online Store and Application, transmit messages on the Website and in the Application, as well as to provide the service requested by you.

Notwithstanding the above, we will use data collected automatically to personalize the content and advertisements of our services, within our Website and outside of it as part of remarketing (more on this topic can be found in point regarding Cookies below). Data collected automatically may be used for profiling.

We will also use automatically collected data to examine traffic on the Website and in the Application.

5. Sending Commercial and Marketing Information electronically

If you consent to receiving commercial information via email electronically (e.g. by e-mail or using tools such as "push" notifications, web chat or chatbot), the sending of such messages will constitute the transmission of information commercial via electronic means of communication and may also constitute direct marketing using telecommunications end devices conducted using automatic calling devices - depending on the device on which you receive this type of communication.

If you consent to being contacted by phone or text message for the purposes of marketing, commercial information will be sent by phone to the telephone number provided by you for this purpose. Such contact will constitute marketing direct using telecommunications terminal devices and may be conducted using automatic calling devices.

You can withdraw these consents at any time or limit the way we send You will receive such information - details can be found later in the document.

The Regulations of the Newsletter and Lead Magnet are included in **the Regulations of PASTERNAK LEGAL**

6. Profiling

In some cases, when marketing, we may take actions against you decisions in an automated manner based on profiling, i.e. automatic processing of your personal data. Profiling is a method of processing personal data, which includes, among others: on the use of personal data for analysis or forecast of personal preferences, interests, etc. The use of profiling allows personalization of advertisements and content presented to the user.

In order to create your profile for marketing purposes and to direct direct marketing to you (e.g. advertising on the Facebook social networking site) tailored to your preferences, the Administrator will process your personal data in an automated manner, including profiling them - however, this will not cause any harm to you. any legal consequences or similarly significantly affect your situation.

The scope of profiled personal data corresponds to the scope indicated above in relation to the analysis of your activity on the Website.

As a rule, the basis for profiling is our legitimate interest in marketing our own services in a way that meets your hypothetical preferences (Article 6(1)(f) of the GDPR). However, in some cases, we ask you to consent to selected forms of marketing or to make automated decisions based on profiling - in such a case, the legal basis for processing is your consent (Article 6(1)(a) of the GDPR). The administrator may process personal data in order to pursue its legitimate interest, in this case conducting marketing activities tailored to the recipients' preferences. Providing the above personal data is voluntary, but necessary to implement the above-mentioned. purpose (the consequence of not providing them will be the Administrator's inability to conduct marketing activities tailored to the recipients' preferences).

The administrator will process personal data for the purpose of profiling until an effective objection is raised or the purpose of processing is achieved.

Profiling that we may use may involve, in particular, the use of algorithms computer to analyze your personal data (your behavior in Website, how you use the Application, data collected using cookies, as well as personal data provided by you) in order to display them directly to you on the Website or in direct marketing (e-mails, SMS/MMS, telephone marketing, push notifications, web chat, etc.), as well as on websites outside our Website (so-called remarketing), a personalized offer based on your potential preferences and interests that may apply to our services. Also remember that you can disable Facebook Pixel in the cookie popup.

7. Who do we transfer your data to?

We share the personal data provided to us with companies whose services we use to fulfill our obligations to you or to conduct our business. Therefore, your personal data that is required for a given purpose may be transferred to the following recipients:

- in the case of payments for our services - entities that intermediate in payment processing, banks for the purposes of this service;
- companies that provide us with technological solutions and services required to ensure the functionality of our website;
- providers of marketing, analytical and statistical services that help us understand what our customers are interested in and create offers, promotions, as well as personalize marketing, such as: Google Analytics, Microsoft Clarity, Google Search Console, Google Ads, Facebook Ads, Bing Ads, Tiktok Ads, ;
- companies conducting direct marketing on our behalf (e.g. sending e-mails) or providing other advertising services;
- companies enabling ongoing customer service - to provide this service;
- companies providing us with accounting, legal, auditing, consulting or tax advisory services;
- providers of standard services related to the circulation and storage of information - providers of hosting services, e-mail, IT infrastructure, services related to the maintenance of databases and other IT services;
- internet domain providers;
- newsletter service providers ;
- fast online payment service providers;
- data hosting service providers;
- companies providing tools for analyzing activity on the Website and directing direct marketing to people using it
- notaries;
- economic information offices,
- courier companies,
- entities providing us with IT, accounting and financial services, auditors, IT service providers, network operators, service providers, including advertising services, social networking sites, printing companies and document destruction. Data will be transferred to the extent necessary. To recipients not indicated above, the processed personal data is not made available externally in a form that would allow any identification of users.

We also share your data with our authorized and trained employees and collaborators, taking due care of their confidentiality.

In addition, personal data may also be transferred to public or private entities if such an obligation results from generally applicable legal provisions or a final decision.

8. Transferring personal data to a third country outside the EEA

Personal data are generally processed in the European Area Economic. As part of the provision of our services and benefits and in connection with concluding contracts, we use the services of third parties, and therefore your personal data may be transferred outside European Economic Area.

Due to the Administrator's use of tools such as Google Analytics or Facebook Pixel, your personal data may be transferred to the following third countries: Great Britain, Canada, USA, Chile, Brazil, Israel, Saudi Arabia, Qatar, India, China, Korea South, Japan, Singapore, Taiwan (Republic of China), Indonesia and Australia. The basis for transferring data to the above-mentioned third countries are:

- in the case of Great Britain, Canada, Israel and Japan - decisions of the European Commission stating the adequate level of protection of personal data in each of the above-mentioned third countries;
- for the USA, Chile, Brazil, Saudi Arabia, Qatar, India, China, South Korea, Singapore, Taiwan (Republic of China), Indonesia and Australia, contractual clauses ensuring an adequate level of protection, in line with the standard contractual clauses set out in the Commission Implementing Decision (EU) 2021/914 of 4 June 2021 on standard contractual clauses for the transfer of personal data to third countries pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council.

You can obtain from the Administrator a copy of the data transferred to a third country. In the case of personal data subject to EU law, please note that: cross-border transfers may concern countries outside the European Economic Area ("EEA") and countries that do not have provisions providing specific protection for personal data. We have taken steps to ensure that all personal data is adequately protected and that the transfer of personal data outside the EEA is lawful. In the case of transfer of personal data outside the EEA to a country that, according to the European Commission, does not ensure an adequate level of protection of personal data, the transfer takes place only on the basis of an agreement taking into account EU requirements for the transfer of personal data outside the EEA.

9. Data categories

As part of the exercise of our legitimate interest, the categories of data and the entities to which we transfer them have been indicated above, however, we indicate, by way of example, that:

Recipient category data	Data category Purpose of transfer	Purpose of transfer
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<p>Service providers and tools online, in scope:</p> <ul style="list-style-type: none"> • communication internal, • customer service, • data center, • applications enabling the creation of reports, advertisements, analyses, charts, visualizations and workshops or webinars, server hosting, • settlement of services provided, payment intermediation 	<p>Information about internet traffic and, depending on the category of the data recipient and the information provided:</p> <ul style="list-style-type: none"> • first name Last Name; company name, tax identification number, business address; • position; • e-mail address, • Phone number; • information about services purchased or ordered; • Bank account number, • name of the bank maintaining the account, number, expiry date and CVC or CCV number of the provided payment card; • IP address, • information about the device through which the website was visited 	<ul style="list-style-type: none"> • Contact with clients and potential clients, • internal exchange of information, • conducting workshops, webinars, meetings, • e-mail contact, • preparing reports and visualizations based on available data, • preparing advertising campaigns, • keyword research, • server hosting, data backup, data collection and storage, • settlement of services provided, • issuing VAT invoices, • intermediation in payment for services, • affiliate activities and CRM, • sending the ordered commercial information.
Electronic mail service providers (e-mail)	email address (User subscribing to the newsletter)	sending a newsletter, sending ordered commercial information
Marketing and advertising agencies	first name Last Name; company name, tax identification number, business address; position; e-mail address, telephone number	e-mail contact, sending ordered commercial information based on prior consent

You have the right to obtain a copy of your personal data transferred to a third country at any time.

10. Your Rights

Each person whose data is processed has a number of rights in accordance with the GDPR regulations.

➤ **The right to access data, including obtaining a copy of the data**

the right to information about what personal data concerning you are processed by the Administrator and to receive a copy of this data (the so-called right of access). Issuing the first copy of the data is free of charge, for subsequent copies the Administrator may charge a fee.

➤ **The right to request rectification of data**

if the processed data becomes outdated or incomplete (or otherwise incorrect), you have the right to request its rectification

➤ **The right to delete data - "The right to be forgotten"**

in certain situations, you can ask the Administrator to delete your personal data, e.g. when:

- a. the data will no longer be needed by the Administrator for the purposes he informed about;
- b. you have effectively withdrawn your consent to data processing - unless the Administrator has the right to process data on another legal basis;
- c. the processing is unlawful;
- d. the need to delete data results from the legal obligation imposed on the Administrator;

➤ **The right to restrict data processing**

If you find that the personal data being processed is incorrect, their processing is unlawful, or the Administrator no longer needs specific data, you may request that the Administrator not make any changes to the data for a specific period of time (e.g. to check the correctness of the data or pursue claims). operations, but only stored them

➤ **The right to transfer personal data**

in the event that personal data are processed by the Administrator on the basis of consent to processing or in order to perform the Agreement concluded with him, you have the right to transfer your data to another administrator

➤ **Right to object**

you have the right to object to the processing of personal data whose processing is based on the legitimate interest of the Administrator. In the event of an effective objection, the Administrator will stop processing personal data in the above-mentioned. purpose. In the event of an objection to the processing of data for the purposes of direct marketing, including profiling, we will no longer process your data for such purposes. If you object for reasons related to your particular situation to the processing of data on the basis of our legitimate interests, we will no longer process your data for the purposes arising from our legitimate interests, unless we demonstrate the existence of compelling legitimate grounds for processing that override the Your interests, rights and freedoms, or the basis for establishing, pursuing or defending claims. We would like to point out that if you object to the processing of your data in a specific purpose (e.g. for marketing), we will be able to continue to process data for other purposes - e.g. to perform the contract, etc.

➤ **The right to withdraw consent**

if personal data are processed by the Administrator on the basis of your consent to processing, you have the right to withdraw this consent at any time (withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal). Where personal data are processed on the basis of consent, all individuals have the right to withdraw this consent at any time. We inform you about this at every moment of collecting consents and enable you to withdraw your consent, in particular by contacting us. However, we would like to inform you that in some cases we need your consent providing specific services or performing activities - about which we inform you when expressing your consent. **In such a case, withdrawal of consent will make it impossible to provide such a service or perform such an activity.**

In the event of withdrawal of consent, the Administrator is entitled to further process Personal Data of a specific person if necessary:

- to exercise the right to freedom of expression and information;
- for compliance with a legal obligation requiring processing under Union law or the law of a Member State to which the Controller is subject, or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller;
- for reasons of public interest in the field of public health;
- for archiving purposes in the public interest, for scientific or historical research purposes or for statistical purposes, insofar as the right to erasure is likely to render impossible or seriously impair the achievement of the purposes of such processing;
- to establish, pursue or defend claims.

You can withdraw your consent or raise an objection by sending an e-mail to biuro@pasternaklegal.pl or by sending a letter to our address.

➤ **The right to lodge a complaint with the supervisory authority responsible for the protection of personal data**

The administrator informs about rectification or deletion of personal data or restriction of processing carried out in accordance with Art. 16 GDPR, Art. 17 GDPR, Art. 18 GDPR, each recipient to whom personal data have been disclosed, unless this proves impossible or requires disproportionate effort. The controller informs the data subject about these recipients if the data subject requests it. The Administrator will consider the submitted requests immediately, but no later than within one month from the date of their receipt. However, if - due to the complicated nature of the request or the number of requests - the Administrator will not be able to consider the user's request within the specified period, he will inform the user about the intended extension of the deadline and indicate the deadline for considering the request, but no longer than 2 months.

11. Voluntary provision of data

Providing data is voluntary, but may be necessary for certain purposes - for example, to conclude a contract and set up an account on the Website. Providing data and expressing consent for marketing purposes is voluntary. In the case of data processing in order to fulfill our legal obligations, providing personal data is a statutory requirement. In the case of data processing on the basis of our legitimate grounds interest, providing personal data is voluntary, but necessary to achieve the purposes arising from our legitimate interests.

12. Data safety

We would like to inform you that the Administrator applies adequate technical and organizational measures aimed at ensuring the maximum level of protection for people using the company's websites and providing their personal data via the contact form. In order to guarantee the highest level of security when using the websites, they are secured with an SSL code. The website may contain appropriate links to other websites (websites) or other media (radio, television, press, spatial advertising, etc.). Due to the above, the Administrator, apart from the websites it administers, is not responsible for the privacy policies that will apply on these websites or in such media. The Administrator is not responsible for the availability of any services or goods made available via websites or other media, to links to which may be found on the website. The Administrator is also not liable for any damage resulting or likely to result from the use of such websites or media. The Administrator uses adequate technical and organizational measures to ensure the maximum level of protection for people using the Website, Online Store, Application and providing their personal data via the contact form, if applicable. The Administrator makes every effort to secure personal data and protect it against the actions of third parties, and also supervises data security throughout the period of their processing in a way that ensures protection against unauthorized access by third parties, damage, distortion, destruction or loss.

13. COOKIES AND TRACKING TECHNOLOGIES

What are cookies and why do we use them?

1. The Administrator informs that he uses "cookies" files installed on your end device. The website uses cookies and similar technologies, including: in order to adapt the website to the needs of users and for statistical purposes. Cookies are also used by websites that we refer to, e.g. by showing multimedia.
2. Cookies are small text files sent by the website visited by the Internet user to the Internet user's device. They constitute IT data, in particular text files, which are stored on the website User's end device and are intended for using websites. They allow, among others: identify the type of user's device and display websites tailored to individual preferences. "Cookies" files usually contain the website

address, storage time on the user's device and their own unique identifier. "Cookie" files can be read by the Administrator's system, as well as by systems belonging to other entities whose services are used by the Administrator (e.g. Facebook, Google).

3. This website – www.pasternaklegal.pl, like many others, uses cookies.
4. During your first visit to the website, information about the use of cookies is displayed. Not changing your browser settings is tantamount to consenting to their use.
5. They can be read by me ("own cookies", which I use to ensure the proper operation of this website), as well as by systems belonging to other entities whose services I use ("external cookies").
6. Cookies may be deleted after closing the web browser ("session cookies"), and may also be saved on your device and allow your browser to be recognized the next time you visit our websites ("persistent cookies").
7. The administrator may use cookies for the following purposes:
 - configuration of the Website, Online Store, Application, and in particular ensuring the proper operation of the Website and Online Store - thanks to cookies, it is possible to operate the Website efficiently, use the functions available on it and conveniently move between individual subpages;
 - optimizing and increasing the efficiency of services provided;
 - recognizing the website user's device and its location and displaying the website accordingly, tailored to his individual needs;
 - ensuring security, user authentication and session maintenance - cookies are used to authenticate users and prevent unauthorized use of the customer account. They are therefore used to protect the user's personal data against access by unauthorized persons;
 - increasing the comfort of browsing the Website - thanks to cookies, it is possible to detect errors on some subpages and constantly improve them;
 - conducting statistics of users visiting the website - analysis and audience research - cookies are used to analyze how users use the Website (e.g. how many users visit it, how long they stay on it, which content arouses the greatest interest). This makes it possible to constantly improve the Website and adapt its operation to user preferences;
 - remembering the history of visited pages on the website in order to recommend content;
 - marketing and advertising - conducting marketing activities - thanks to cookies, the Administrator can direct ads to users tailored to their preferences.

"Cookies" used by the website operator's partners are subject to their own privacy policies.

8. Using the website www.pasternaklegal.pl is tantamount to your acceptance of cookies that enable the Administrator's website to be operated.
9. The administrator can place both permanent and temporary files on your device. Temporary files are usually deleted when you close the browser, but closing the browser does not delete permanent files.
10. Information about cookies used by the Administrator is displayed in the panel at the bottom of the Website. Depending on your decision, you can enable or disable cookies of individual categories (except essential cookies) and change these settings at any time.
11. Data collected using cookies does not allow the Administrator to identify you.
12. You can configure your browser to receive information about the use of cookies and to decide whether to accept or reject them in specific cases or completely. If you do not accept the use of certain cookies, the functionality of our website may not be displayed correctly. Information about cookies used by the Administrator is displayed in the panel at the bottom of the Website. Depending on your decision, you can enable or disable cookies of individual categories (except essential cookies) and change these settings at any time.
13. Below are instructions for configuration in each browser.

Internet Explorer	Explorer
Microsoft Edge	Edge
Mozilla Firefox	Firefox
Chrome	
Opera	
Safari	

Mobile devices:

Android
Safari (iOS)
Windows Phone

14. The Website uses two basic types of cookies: "session cookies" and "persistent cookies". "Session" cookies are temporary files that are stored on the User's end device until logging out, leaving the website or turning off the software (web browser). "Permanent" cookies are stored on the User's end device for the time specified in the cookie parameters or until they are deleted by the User.
15. The following types of cookies are used on the Website, Online Store and Application:
 - necessary cookies - they are used to ensure the proper operation of the Online Store Website and the Application, in particular the ability to navigate the Website and Application and use their basic functions. They are necessary for the operation of the Website and Application and cannot be disabled, as disabling them would prevent the operation of the Website and Application;
 - functional cookies - they are used to "remember" selected ones settings and personalization of the Website, Online Store and Application by you and available in their functional framework;
 - analytical cookies - are used to improve performance Website, Online Store and Application, as well as collecting information and creating statistics about how you use the Website and Application, improving the Website, Online Store and Application, adapting the operation of the website to your preferences and creating statistics on the use of the Website, Online Store and Application. Information collected in this way may be sent to our partners with whom we cooperate, if you expressly agree consent to this;

- advertising cookies – are used for marketing purposes, such as personalizing ads and content based on your interests, measuring the performance of ads and content, and gaining insight into the audience who saw ads and content. The information collected in this way may be sent to our partners with whom we cooperate, if you consent to this.
16. We use both session cookies and persistent cookies. Cookies session cookies are stored on the device and remain there until they are terminated session of a given browser. The saved information is then permanently deleted from memory devices. Persistent cookies, on the other hand, are stored on the device for a certain period of time specified in the cookie parameters or until they are deleted - this may be from 1 day to several years, depending on the type and function of a given cookie. End session of a given browser or turning off the device does not delete them from the device. We use both our own cookies (*first-party cookies*), from us, as well as third-party cookies (*third-party cookies*), from third parties who are our partners. The cookies we use take the following forms: HTTP, HTML, PIXEL, INDEXED_DB.
 17. Own cookies are used to support registration and login, maintaining navigation parameters, monitoring traffic on the Website and how use of the Website by Users, improving the presentation of content on the Website, Online Store and personalizing the content of the Website, Online Store, handling forms, adapting the content of the Website, Online Store to preferences of a given user, ensuring the proper operation of the Website and its functionality, detecting errors and abuses, as well as for statistical, analytical and marketing purposes.
 18. *Third-party* cookies are set by servers websites other than the Website, Online Store and Application. Third-party cookies are used for functional, content personalization, statistical, analytical and marketing purposes.
 19. The administrator uses in particular the following tools that use cookies:

SERVER LOGS

1. Using the website involves sending queries to the server on which my website is located.
2. Each query sent to the server is saved in the server logs, which include, for example: IP address, server date and time, information about the web browser and the operating system you are using.
3. Data saved in server logs are not associated with specific people using the website and are used as auxiliary material for administrative purposes.
4. Their content is not disclosed to anyone except persons authorized to administer the server.

GOOGLE ANALYTICS SERVICE, META PIXEL

Google Analytics - We use Google Analytics provided by Google LLC ("Google") based in the USA. This is a web analytics service that is performed by Google (Google is the data processor) on our behalf using cookies. Information generated by cookies about Your use of the Website, the description of which can be found here : <https://policies.google.com/privacy?hl=pl>, is transferred and saved on Google server in the USA. We have activated IP anonymization, which shortens the IP addresses of Google users more quickly. Only exceptionally the full IP address will be transferred to a Google server in the USA and shortened there. And anonymization takes place immediately after receiving the data, even before it is received saving. On our behalf, Google will use the information obtained to verify your use of our services and create reports about them functionality and to provide additional related services to us with the use of digital services or the Internet, in particular Google Analytics reports regarding the services provided according to demographic criteria and interests. The IP address transmitted by your browser as part of Google Analytics will not be combined with other Google data. You can prevent the recording of data obtained using cookies and data (including the IP address) related to the use of the website website by Google, as well as prevent the processing of such data by Google by downloading and installing the browser plug-in available at the following link: <https://tools.google.com/dlpage/gaoptout?hl=pl>.

Google Signals - For web analytics purposes, we also use the Google Signals tool, which is an extension of Google Analytics services and enables the so-called "cross-device tracking" (identifying users using multiple devices). This means that if your devices with Internet access are connected to your Google account and you have activated the "personalized advertising" option in your Google account, then Google may generate reports on how our website is used (in particular on the number of users using different devices), even if you change devices. We do not process your personal data in this respect, we only receive statistics based on the functions and technologies of Google Signals. More information regarding the operation and functioning of Google Signals can be found at : <https://support.google.com/analytics/answer/7532985?hl=pl#zippy=%2Ctematv-w-tym-artykule> For the purposes of analyzing the use of our website and advertising, we also use the so-called Google Analytics service. a DoubleClick cookie that allows your browser to be recognized when you use other websites. Google will use this information to compile reports on your activity on our website and to provide other services related to the use of the website.

Meta pixel - To measure the effectiveness of advertising our Website via Facebook platform and optimization of our ads appearing there we use the Piksel Meta tool. It is a tool that helps us measure advertising effectiveness based on the analysis of actions taken by users on our Websites. We use data from the pixel in the following areas: – displaying ads among the appropriate audience, – creating groups of advertising recipients, – analyzing what happened as a result of clicking on the ad, – using other Facebook advertising tools. Information about data collected by Facebook can be found here: <https://www.facebook.com/business/gdpr#faqs>, in the "What data does the pixel collect?" tab.

SOCIAL MEDIA

Our Facebook: <https://www.facebook.com/pasternaklegal>

Our Instagram: https://www.instagram.com/pasternak_legal_kancelaria/

TikTok:

Platform privacy policy: <https://www.tiktok.com/legal/privacy-policy?lang=pl>

YouTube: <https://www.youtube.com/@LukaszPasternak>

Platform privacy policy: <https://support.google.com/youtube/answer/7671399>

Facebook Ads - This tool is used to target and display Facebook ads to people who have not yet visited our website on their device. In addition, we use this tool to target and display remarketing ads to people who have previously visited our Website on their device. You will find more information here: <https://www.facebook.com/business/tools/facebook-ads>.

Microsoft Clarity - Using this tool, we analyze data and statistics collected in the tool in order to improve the appearance of the Website and the Application interface. We analyze the data in terms of places on the Website or in the Application where the user does not seem to understand the logic of the information presented or the consequences of clicking on one of the elements. As a result, we introduce changes such that users assess navigation through the Website or Application as intuitive and predictable. More information can be found here: <https://clarity.microsoft.com/terms>

Google Ads, Google Search Console, Looker Studio (formerly Google Data Studio) - These tools are used by us to target and display ads to people who have not yet visited our Website on their device. In addition, we use this tool to target and display remarketing ads to people who have previously visited our Website on their device. Additionally, we also use them to analyze the display of our Website in the Google search engine, quantitative analysis of traffic on the Website and our Application and its segmentation, as well as analysis of user click patterns on elements on the website or in the Application. In addition, we use them to create internal analytical reports. More information can be found here:

<https://policies.google.com/technologies/ads?hl=pl>

https://support.google.com/adwords/answer/93148?hl=pl&ref_topic=3119146

You can prevent the recording of data obtained using cookies and data (including the IP address) related to your use of the website by Google, as well as prevent the processing of such data by Google by changing the settings available at the following link:

<https://adssettings.google.com/authenticated?hl=pl>

LinkedIn: For more information about LinkedIn, click [here](#). Help you more easily access social networks and social online tools. In addition, enabling the connection of the User's native authorization mechanisms on the Website with similar mechanisms provided by social networking sites (session sharing). The Website uses social media such as Facebook and LinkedIn to provide information about the activities of the Law Firm. When the User clicks on the link posted on the Website to the above-mentioned social networking sites (marked with a logo or name) makes it possible to connect the content of the Website with the User's profile on a given website and to assign the entry to the Website to the User's profile on a given website. More information on this topic: Facebook – click [here](#) ; LinkedIn – click [here](#) . Through most commonly used browsers, you can check whether cookies have been installed on your device, as well as delete installed cookies and block their installation in the future by the Website or other websites. However, disabling or limiting the use of cookies may cause quite serious difficulties in using the Website, e.g. the need to log in on each subpage, longer page loading times, and limitations in using the functionalities.

OUR LINKEDIN : <https://www.linkedin.com/company/pasternaklegal/>

Newsletter service

1. I consciously select the service providers I use to ensure the highest level of protection of your data.
2. The newsletter service provider is GETRESPONSE SA based in Gdańsk.
3. Your data will not be transferred to a third country outside the European Union for the purpose of sending the newsletter. Detailed information can be found in the service provider's privacy policy <https://www.getresponse.pl/informacje-prawne/polityka-prywatnosci> and security statement <https://www.getresponse.pl/informacje-prawne/polityka-prywatnosci>
4. Your data, i.e. name and e-mail address provided in the newsletter subscription form, will be processed for the purpose of sending the newsletter.
5. Providing your data in the newsletter subscription form is voluntary, but necessary to send you the newsletter based on your consent, as well as to send you information about the marketing of my own products or services based on my, as the administrator, legitimate interest (i.e. Article 6(f) of the GDPR) and to pursue any claims in connection with sending the newsletter.
6. I guarantee you that your data will be processed until you withdraw your consent, unsubscribe from the newsletter or express your objection.
7. The mechanism for unsubscribing from the newsletter service is not complicated and involves clicking an active link with the information "I am unsubscribing from the newsletter", which is included in the messages I send.
8. After you exercise this right and unsubscribe from the newsletter, your data regarding the subscription to this service will be stored for the period necessary to defend against potential claims. This is my legitimate interest as a data controller.

9. I may transfer personal data provided when subscribing to the newsletter to the following entities: a website providing IT system maintenance and hosting services, an e-mail service provider, a newsletter service provider and third parties supporting me in sending the newsletter, with whom I have concluded appropriate agreements.
10. As in every case when we process your data, you have the right to access your data, receive copies of it, the right to rectify, delete, limit their processing, the right to transfer data, the right to object, and the right to withdraw consent at any time.
11. Remember, however, that if you withdraw your consent to data processing, this fact will not affect the lawfulness of data processing that was carried out on the basis of your consent before its withdrawal.
12. You also have the right to lodge a complaint with the President of the Office for Personal Data Protection whenever you believe that the processing of your data violates the law. Your data will not be processed in an automated manner, but will not be subject to profiling.

Information clause for people visiting our FANPAGE on FACEBOOK AND INSTAGRAM

Personal data of people visiting our fanpage will be processed in accordance with the requirements of the Act of May 10, 2018 on the protection of personal data and in accordance with the requirements specified in the Regulation of the European Parliament and of the Council of April 27, 2016 ("GDPR").

We obtained this data from Meta Platforms Ireland Ltd., (4 Grand Canal Square, Grand Canal Harbor Dublin 2, Ireland) and from your public profile on the online platform Facebook or Instagram.

We process personal data of persons who:

They subscribed to the fanpage by clicking the "Like" or "Follow" icon
They joined the thematic group available on the Facebook platform managed by the Administrator by clicking "Join group"
They used the chat option to contact the Administrator
They published their comment under any of the posts on the fan page

Personal data will be processed for the following purposes:

- in order to manage this fanpage on the social networking sites Facebook and Instagram and use it to inform about your activity, promote various events, campaigns, actions that we organize and your brand, products and services, build and maintain the community associated with us, and also in the purpose of communication via the available functionalities of Facebook and Instagram (comments, chat, messages), which is our legitimate interest (based on Article 6(1)(f) of the GDPR),
- for statistical purposes relating to analyzes of the functioning, popularity and use of the fanpage, which is our legitimate interest (based on Article 6(1)(f) of the GDPR),
- for the purpose of establishing, pursuing or defending against claims, which is our legitimate interest (based on Article 6(1)(f) of the GDPR)
- in order to take steps to conclude a contract due to your interest in our services (basis: Article 6(1)(b) of the GDPR),
- in order to take steps to conclude a contract due to your interest in my services (basis: Article 6(1)(b) of the GDPR).

3. I will process the following categories of Users' personal data:

- basic identification data (name and surname) to the extent published by Users on their own/private profile on the social networking site Facebook or Instagram,
- other data published by Users on Facebook or Instagram profiles, including image (profile photo - if embedded),
- other data published by Users during a conversation via Messenger or chat,
- anonymous statistical data about Users visiting the fan page, collected thanks to cookies, each of which contains a unique User code that can be linked to the connection data of Users registered on Facebook, and which is downloaded and processed when the fan page is opened.

4. The data processing period is related to the purposes and basis for their processing. Therefore:

- data processed on the basis of the legitimate interest of the Administrator will be processed until an effective objection is submitted or this interest ceases,
- data processed for the purpose of pursuing or defending against claims will be processed for a period equal to the limitation period for these claims,
- personal data collected by Facebook, i.e. history of entries, history of activity in the Messenger application, history of activity via the Instagram application is subject to retention on the terms specified in Facebook's regulations;
- personal data collected by Instagram, i.e. history of entries, history of activity in stories, messages and chat, is subject to retention on the terms specified in Instagram's regulations;
- statistical data about people visiting the fanpage available via the "Facebook Insights" function will be processed for the duration of the availability of this data on Facebook;

5. Personal data may be transferred to third parties processing data on behalf of the Administrator.

6. The entities referred to above process data on the basis of an agreement with the Administrator and only in accordance with the Administrator's instructions, and the processing of personal data will take into account the necessary security measures.
7. You have the right to access your data, the right to request its rectification, deletion or limitation of its processing, as well as the right to object.
8. You also have the right to lodge a complaint with the supervisory authority responsible for personal data protection (President of the Personal Data Protection Office).
9. I inform you that you will not be subject to a decision based solely on automated processing that would produce legal effects concerning you or would similarly significantly affect you.
10. Taking into account the international nature of data flow within the Facebook and Instagram platforms, Meta Platforms Ireland Ltd. may transfer data outside the European Economic Area in accordance with the principles set out by Facebook and Instagram in their privacy policy. However, do not worry that your data will be processed contrary to applicable law. Meta said it has implemented standard contractual clauses between processors, which Meta says means your data is safe. You can read more about this [here](#).

14. Final Provisions

Using the Administrator's websites and providing your personal data in the forms is completely voluntary. In some cases, providing data may be necessary to achieve a specific purpose.

The Administrator reserves the right to change the Policy at any time due to the scope of services offered and to adapt the amended law. In each case, if possible, we will try to inform you about the update of the Policy before its introduction.

The Privacy and Cookies Policy is valid from February 26, 2024.

Previous versions of the Privacy and Cookies Policy valid before September 11, 2023 can be found at the following addresses:

- [previous privacy policy](#) ;

- [previous cookie policy – valid](#)

- [previous privacy and cookies policy - valid from September 13, 2023 to February 26, 2024.](#)