

# **RULES OF PERSONAL DATA PROCESSING**

## **BY KUBAS KOS GAŁKOWSKI**

### **UNDER ARTICLE 13 GDPR**

#### **1. Who is your data controller?**

Kubas Kos Gałkowski – Adwokaci sp. k. with registered office in Krakow, ul. Rakowicka 7, 31-511 Krakow is your personal data controller.

#### **2. What data do we process?**

Your consent for the processing of your personal data extends to your email address and message opening history.

#### **3. Is providing your personal data mandatory?**

Providing your email address in the form is voluntary, but it is necessary in order to receive information regarding the activities of Kubas Kos Gałkowski, important changes in the law, and the trainings we organise.

#### **4. What is the purpose and legal basis for processing of your personal data?**

We process your personal data based on your consent, solely and exclusively for the purpose of communicating information on the activities of our law firm, trainings, and important legal changes.

You may withdraw your consent for personal data processing at any time to resign from receiving our information by clicking the unsubscribe link in the footer of each email message sent by us.

#### **5. How to contact us to obtain more information regarding the processing of your personal data?**

You can contact us by email at the following address: [mail@kkg.pl](mailto:mail@kkg.pl)

#### **6. Is processing your personal data automated?**

We do not use your personal data (the so-called opening history) to adopt decisions based on automated data processing and which might affect your legal situation or entail other grave consequences for you. We do use tools to analyse the readability of our messages in order to better adjust message content to our recipients' expectations.

## **7. Who do we grant access to your personal data to?**

We grant access to your personal data to entities operating the IT systems facilitating communication with you, including the MailChimp® mailing service provider, however, only in the scope necessary to send information regarding the activities of Kubas Kos Gałkowski, important legal changes, and trainings we organise.

## **8. How long do we store your personal data?**

We store your personal data until a potential withdrawal of your consent (resignation from receiving information), and following such withdrawal exclusively for the period of limitation of potential claims related to personal data processing.

## **9. What rights are you entitled to in the scope of personal data processing?**

We guarantee full compliance with the rights you are entitled to under the GDPR, including the right to access to personal data, to correct, remove, and to restrict processing, the right to transfer the data, and the right to lodge a complaint with an applicable supervisory body.