

NOTICE ON PERSONAL DATA PROCESSING

In compliance with the requirements of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, “GDPR”), we would like to inform you about the rules for processing your personal data and your related rights.

1. Your personal data processed at Krajowa Izba Doradców Podatkowych are controlled by: **Krajowa Izba Doradców Podatkowych (ul. Bitwy Warszawskiej 1920 r. nr 3/310, 02-362 Warsaw).**
2. Should you have any questions concerning the methods and scope of processing of your personal data within the area of activity of Krajowa Izba Doradców Podatkowych as well as your rights, please contact the Office of Krajowa Izba Doradców Podatkowych in Warsaw at: **biuro@kidp.pl**.
3. The personal data controller – Krajowa Izba Doradców Podatkowych – processes your personal data pursuant to the applicable law, concluded agreements and in based on your consent.
4. Your personal data are processed for the purpose(s) of:
 - a) Compliance with the legal obligations of Krajowa Izba Doradców Podatkowych;
 - b) Performance of contracts signed with third parties;
 - c) Otherwise, your personal data are processed only upon your consent granted in advance to the extent and for the purpose specified in the consent.
5. As a result of personal data processing for the purposes referred to in clause 4, your personal data may be made available to:
 - a) Public authorities and entities performing public tasks or commissioned by public authorities to act, to the extent and for the purposes resulting from generally applicable law;
 - b) Other entities processing personal data controlled by Krajowa Rada Doradców Podatkowych under relevant contracts signed with Krajowa Rada Doradców Podatkowych.
6. Your personal data will be stored for a period necessary for performance of the purposes specified in clause 4 and after that, for the period and to the extent required by the provisions of generally applicable law.
7. In relation with processing of your personal data, you have the following rights:
 - a) Right of access to your personal data, including right to obtain a copy of the personal data;
 - b) Right to request rectification (correction) of your personal data, if the data are inaccurate or incomplete;
 - c) Right to request erasure of your personal data (“right to be forgotten”) if:
 - The data are no longer necessary in relation to the purposes for which they were collected or otherwise processed,
 - The data subject objects to the processing of his or her personal data,
 - The data subject withdraws consent on which the processing is based and there is no other legal ground for the processing;
 - The personal data have been unlawfully processed,
 - The personal data have to be erased for compliance with a legal obligation;
 - d) Right to request restriction of processing of your personal data if:
 - The accuracy of the personal data is contested by the data subject,
 - The processing is unlawful and the data subject opposes the erasure of the data and requests restriction of their use instead.
 - The controller no longer needs the data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims,
 - The data subject has objected to processing pending the verification whether the legitimate grounds of the Controller override those of the data subject;
 - e) Right to data portability – if all the following conditions are met:

- The processing is based on a contract concluded with the data subject or on consent of the data subject,
 - The processing is carried out by automated means;
- f) Right to object to processing of the data – if all the following conditions are met:
- There are grounds related with your particular situation, in the case of data processing under a task performed for the public interest or in the course of exercising public authority by the Controller,
 - The processing is necessary for purposes resulting from legitimate interests pursued by the Controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.
8. If personal data processing is based on your consent for processing of personal data (Article 6 par. 1a of GDPR), you are entitled to withdraw your consent at any time. The withdrawal shall not affect the legal compliance of processing based on your consent prior to the withdrawal.
9. In the event of becoming aware of any non-compliance of processing of your personal data at Krajowa Izba Doradców Podatkowych, you may lodge a complaint to the relevant data protection authority.
10. If personal data processing is based on consent of the data subject, your personal data may be provided to the Controller on voluntary basis.
11. Provision of your personal data shall be mandatory if personal data are processed as a result of applicable law or a contract entered into by and between the parties.
12. Your personal data may be processed by automated means and shall not be profiled.