

Data Protection Law and Regulations

1. Introduction

1.1 Legal Wings (“the Company”) is committed to protecting the privacy and security of personal data (“Personal Data”) in accordance with applicable data protection laws and regulations, including:

- ***The General Data Protection Regulation (Regulation (EU) 2016/679) (“GDPR”);***
- ***The Polish Act of 10 May 2018 on the Protection of Personal Data (Journal of Laws of 2018, item 1000, as amended) (“PDPA”); and other relevant legislation.***

1.2 This document outlines the Company’s data processing principles and practices regarding the collection, use, disclosure, and storage of Personal Data.

2. Data Controller

2.1 The data controller within the meaning of the GDPR and the PDPA is Legal Wings, Marszałkowska 55/73 office 58, 00-676 Warszawa, Poland.

3. Categories of Personal Data Processed

3.1 The Company may process the following categories of Personal Data:

- ***Identification Data: Name, date of birth, place of birth, nationality, ID/Passport number, etc.***
- ***Contact Data: Email address, phone number, postal address.***
- ***Employment Data: Resume, CV, work experience, education, skills, etc.***
- ***Financial Data: Bank details, payment information.***
- ***Immigration Data: Visa applications, residency permits, work permits, etc.***
- ***Legal Case Data: Information related to legal cases, such as court documents, correspondence with authorities.***
- ***Other Data: Any other information that may be necessary to provide the requested services.***

4. Purposes of Processing Personal Data

4.1 The Company processes Personal Data for the following purposes:

- ***Providing legal services, including legal advice, representation in court, and assistance with legal proceedings.***
- ***Providing immigration services, including assistance with visa applications, residency permits, and other immigration matters.***
- ***Providing recruitment services, including matching candidates with suitable job openings and assisting with the recruitment process.***
- ***Providing HR services, including payroll processing and employee onboarding.***
- ***Marketing and communication, including sending newsletters, updates, and information about the Company’s services (with prior consent).***

- *Complying with legal and regulatory obligations, including anti-money laundering regulations.*
- *Protecting the legitimate interests of the Company, such as preventing fraud and ensuring the security of its systems.*

5. Legal Basis for Processing Personal Data

5.1 The Company processes Personal Data based on the following legal grounds:

- *Performance of a contract: Processing is necessary for the performance of a contract to which the data subject is a party or for the taking of pre-contractual steps at the request of the data subject.*
- *Legitimate interests: Processing is necessary for the purposes of the legitimate interests pursued by the Company, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data.*
- *Legal obligation: Processing is necessary for compliance with a legal obligation to which the Company is subject.*
- *Consent: Processing is based on the freely given, specific, informed, and unambiguous consent of the data subject.*

6. Data Security

6.1 The Company implements appropriate technical and organizational measures to ensure the security of Personal Data and to protect it against unauthorized access, use, disclosure, alteration, or destruction. These measures include:

- *Data encryption: Employing encryption technologies to protect data during transmission and storage.*
- *Access control: Implementing access controls to restrict access to Personal Data to authorized personnel on a need-to-know basis.*
- *Regular security audits: Conducting regular security audits and assessments to identify and address potential vulnerabilities.*

7. Data Retention

7.1 The Company retains Personal Data for the period necessary to fulfill the purposes for which it was collected or as required by applicable law.

7.2 Specific retention periods may vary depending on the nature of the Personal Data and the purpose of processing.

8. Data Subject Rights

8.1 Data subjects have the following rights under the GDPR and the PDPA:

- *Right of access: The right to obtain confirmation as to whether or not Personal Data concerning them is being processed, and, where that is the case, access to the Personal Data and certain information.*
- *Right to rectification: The right to obtain the rectification of inaccurate Personal Data concerning them.*
- *Right to erasure (“right to be forgotten”): The right to obtain the erasure of Personal Data concerning them under certain circumstances.*
- *Right to restriction of processing: The right to obtain restriction of processing of Personal Data concerning them under certain circumstances.*
- *Right to data portability: The right to receive the Personal Data concerning them, which they have provided to the Company, in a structured, commonly used, and machine-readable format and have the right to transmit those data to another controller.*
- *Right to object: The right to object, on grounds relating to their particular situation, to processing of Personal Data concerning them.*

9. Contact Information

9.1 Data subjects can exercise their rights by contacting the Company at:

- *Email: office@legalwings.pl*
- *Phone: +48 538 328 975*

10. Changes to this Policy

10.1 The Company may update this Data Protection Policy from time to time. Any changes will be posted on this website.

11. Confidentiality and Data Sharing

11.1 The Company recognizes the sensitive nature of employee data provided by corporate clients and acknowledges the importance of maintaining the confidentiality of such information.

11.2 The Company will only process employee data to the extent necessary to fulfill the agreed-upon services and will not utilize it for any other purpose, including marketing or business development activities.

11.3 The Company will not share employee data with any third party, including competitors, without the prior written consent of the corporate client.

11.4 The Company will implement appropriate security measures to protect the confidentiality and integrity of employee data, including access controls, data encryption, and regular security audits.

12. Client Agreements

12.1 The Company will incorporate specific provisions regarding the processing of employee data into its client agreements. These provisions will: * Clearly outline the purposes for which employee data will be processed. * Define the scope of data sharing permitted between the Company and the corporate client. * Specify the security measures that will be implemented to protect employee data. * Address the client's rights regarding the processing of employee data, including the right to access, rectification, and erasure.

13. Data Breach Notification

13.1 In the event of a data breach affecting employee data, the Company will promptly notify the affected corporate client in accordance with applicable legal requirements.

Disclaimer

This Data Protection Policy provides general information and does not constitute legal advice. It is intended to provide a general overview of Legal Wings' data processing practices and does not cover all aspects of data protection law. The information provided in this policy may change from time to time. For the most up-to-date information, please refer to this website.

Individuals with specific questions or concerns regarding their personal data should contact Legal Wings directly.

For any legal advice or assistance related to data protection matters, individuals should consult with a qualified legal professional.