

Terms and Conditions

of the gclawyers.eu website and of services provided by the Law Office of Dr Paweł Mielniczek, Advocate, and Get Compliant sp. z o.o.

Version 1.0, in force from 20 October 2026

The Law Office of Dr Paweł Mielniczek, Advocate, and Get Compliant sp. z o.o. work side by side, each within its own scope. The Law Office provides legal assistance. Get Compliant runs compliance projects. These Terms set out how we work with clients, so that from the first contact it is clear who does what and who is responsible for what.

In short

Who does what. Only the Law Office provides legal assistance. Get Compliant provides compliance services and does not provide legal assistance.

One contact point. office@gclawyers.eu and +48 792 294 379 for both Providers.

A proposal first. Before work starts, the Client receives a proposal setting out the scope, fees and timeline.

Each Provider for its own part. In a Joint Order, each Provider performs and invoices only its own scope and is responsible only for it. The Providers pay each other no referral fees.

Secrecy and confidentiality. The Law Office is bound by advocate's professional secrecy. Get Compliant keeps information confidential. Information passes from the Law Office to Get Compliant only on the Client's instruction.

AI as support. AI tools support the work. The assessment of the matter and responsibility stay with the people handling it.

Consumers. Consumers may withdraw from an Order concluded at a distance within 14 days and enjoy full statutory protection.

This summary makes the Terms easier to read. The full text below is binding.

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§ 1 Providers and contact

1. The Providers are:

- Paweł Mielniczek, advocate, conducting business under the name Usługi Prawne Paweł Mielniczek, Poetów 8c, 03-147 Warsaw, Poland, entered in the Central Register and Information on Economic Activity (CEIDG), NIP 5242831693, REGON 367289476, operating under the brand gclawyers.eu (the "Law Office"), and

- (b) Get Compliant sp. z o.o., with its registered office in Warsaw, Poetów 8c, 03-147 Warsaw, Poland, entered in the Register of Entrepreneurs of the National Court Register kept by the District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the National Court Register, under KRS 0000828291, NIP 5242897829, REGON 385551285, share capital PLN 5 000 ("Get Compliant"), each a "Provider" and together the "Providers".
- The shared contact point for both Providers is: e-mail office@gclawyers.eu, telephone +48 792 294 379, postal address Poetów 8c, 03-147 Warsaw, Poland.
 - The Providers jointly run the website available at gclawyers.eu (the "Website").
 - Paweł Mielniczek practises as an advocate (adwokat). He obtained the professional title in Poland. He is a member of the Warsaw Bar (Izba Adwokacka w Warszawie) and is entered on the list of advocates kept by the Warsaw Bar Council (Okręgowa Rada Adwokacka w Warszawie), Al. Ujazdowskie 49, 00-536 Warsaw, under no. WAW/Adw/8756. The entry can be checked in the register of advocates and trainee advocates made available by the Polish Bar Council (Naczelna Rada Adwokacka) at rejestradwokatow.pl. The profession is governed by the Law on the Bar of 26 May 1982 (Prawo o adwokaturze) and the Code of Ethics for Advocates (Zbiór Zasad Etyki Adwokackiej i Godności Zawodu), available at www.adwokatura.pl.
 - SkillsSurf LLC (Florida, USA) is a separate company. It does not provide services under these Terms and is not a party to any Order.

§ 2 Definitions

Capitalised terms in these Terms have the following meanings:

Client	A natural person, a legal person or an organisational unit without legal personality that has legal capacity, which uses the Website or concludes an Order.
Consumer	A Client who is a natural person using the Website or concluding an Order for purposes not directly connected with his or her business or professional activity.
Sole Trader with Consumer Rights	A Client who is a natural person concluding an Order directly connected with his or her business activity, where the content of the Order shows that it is not of a professional nature for that person, in particular in light of the subject of his or her business activity disclosed in CEIDG.
Legal Assistance	Legal assistance (pomoc prawna) within the meaning of the Law on the Bar, provided by the Law Office.
Compliance Services	The consulting services of Get Compliant described in § 3(3).
Services	Legal Assistance and Compliance Services.
Order	A contract for Services concluded by the Client with one Provider.
Joint Order	Two Orders concluded on the basis of one proposal: one with the Law Office for Legal Assistance and one with Get Compliant for Compliance Services.

§ 3 Division of services

- The Providers run separate businesses. Each of them acts under its own name, on its own account and on its own responsibility.
- Legal Assistance is provided exclusively by the Law Office. Legal Assistance includes in particular:
 - legal advice and legal opinions,
 - drafting, reviewing and negotiating contracts, including IT, SaaS and AI contracts,
 - legal assessment of compliance with data protection law, the EU AI Act and cybersecurity law,
 - representation before courts, the President of the Personal Data Protection Office (UODO) and other authorities,
 - legal support in disputes, transactions and corporate matters, including for foreign clients.

3. Compliance Services are provided exclusively by Get Compliant. Compliance Services include in particular:
 - (a) acting as data protection officer (DPO) and building data protection management systems,
 - (b) acting as representative in the European Union under Article 27 GDPR,
 - (c) organisational and technical audits and gap analyses,
 - (d) building and maintaining information security management systems (ISO/IEC 27001, NIS2, the Polish National Cybersecurity System) and AI management systems (ISO/IEC 42001), and preparing for the EU AI Act,
 - (e) risk and impact assessments, including AI risk and impact assessment using the ARIA method,
 - (f) acting as external information security officer (CISO),
 - (g) training and awareness programmes,
 - (h) advice on AI implementation and process automation.
4. Get Compliant does not provide legal assistance. Where a Get Compliant project needs a legal analysis or opinion, the Law Office prepares it as a separate scope, under its own Order or within a Joint Order.
5. The Client may work with one Provider or with both. Concluding an Order with one of them does not require concluding an Order with the other.
6. Dr Paweł Mielniczek acts in two separate capacities: as an advocate in the Law Office and as President of the Management Board of Get Compliant. Each Order states in which capacity he acts in it.
7. The Client agrees that the Law Office may entrust tasks to cooperating advocates and lawyers who run their own law offices or work independently. Each of them is bound by advocate's professional secrecy or by contractual confidentiality. The Law Office is responsible to the Client for their work under the Order, unless the Client concludes a contract with them directly.
8. Get Compliant may use subcontractors, including partners who run their own businesses, and is responsible for them as for its own acts.
9. The Providers pay each other no commission or other fee for referring a Client.

§ 4 Concluding an Order

1. The Client describes the matter by e-mail, by telephone or at a meeting. On that basis, the Law Office determines which part of the matter requires Legal Assistance and which requires Compliance Services.
2. Before accepting a matter, the Law Office checks for conflicts of interest. Where the matter is subject to the Act of 1 March 2018 on counteracting money laundering and terrorist financing, the Law Office applies the required customer due diligence measures.
3. The Law Office may decline a matter for good reasons, in particular a conflict of interest. It informs the person concerned of those reasons to the extent that the law and advocate's professional secrecy allow. Get Compliant may also decline an Order.
4. The relevant Provider sends the Client a proposal. The proposal specifies the Provider or Providers, the scope of the Services, the fees and how they are calculated, the timeline and the persons responsible, and for a Joint Order also how the scope is split between the Providers. The Provider sends these Terms with the proposal, in a form that allows them to be stored and reproduced.
5. An Order is concluded when the Client accepts the proposal by e-mail or signs it. The Provider confirms the conclusion of the Order by e-mail. Representation before courts and authorities also requires a power of attorney.
6. The terms of an Order prevail over these Terms. Documents related to an Order, such as a data processing agreement or a power of attorney, prevail within their subject matter.
7. Under a Joint Order, each Provider performs only its own scope, invoices only for it and is responsible only for it. The Providers are not jointly and severally liable, unless the Joint Order expressly provides otherwise. The Providers exchange information in accordance with § 7(3).

§ 5 Fees and payment

1. Fees are set in the Order as an hourly rate, a fixed fee, a monthly fee or a combination of these.
2. Fees are stated net, plus VAT at the applicable rate. Consumers are quoted gross amounts.
3. Each Provider invoices its own Services. Invoices are payable within 14 days of issue, unless the Order provides otherwise.
4. A Provider may take an advance payment.
5. The Client reimburses expenses agreed in the Order or necessary to perform it, in particular court and official fees and the costs of translations, travel and deliveries.
6. In matters covered by Legal Assistance, a fee that depends on the outcome of the matter (success fee) may be agreed only in addition to a base fee.
7. If a payment is late, the Provider may charge statutory interest for delay. From Clients who are not Consumers, the Provider may charge statutory interest for delay in commercial transactions and compensation for recovery costs under the Act of 8 March 2013 on counteracting excessive delays in commercial transactions.
8. If the Client is late with a payment, the Provider may suspend work after notifying the Client and setting an additional deadline for payment of at least 7 days. While work is suspended, the Law Office takes the steps necessary to protect the Client's rights in pending proceedings.

§ 6 The Client's role

1. The Client provides, on time, complete and true information and documents needed to perform the Services.
2. Business decisions, including the decision whether and how to implement recommendations, rest with the Client.
3. In relation to the Clients referred to in § 9(3), the Providers are not liable for damage to the extent that it results from incomplete or untrue information provided by the Client or from the Client not implementing recommendations.

§ 7 Professional secrecy and confidentiality

1. The Law Office is bound by advocate's professional secrecy. It covers everything the Law Office has learned in connection with providing Legal Assistance and is not limited in time.
2. Get Compliant keeps confidential the information received from the Client in connection with the Compliance Services, also after the Order ends. When acting as data protection officer, Get Compliant is also bound by secrecy or confidentiality under Article 38(5) GDPR.
3. The Law Office shares information covered by advocate's professional secrecy with Get Compliant only on the Client's instruction and only to the extent needed to perform a Joint Order. The Client gives this instruction in the Joint Order and may limit or withdraw it at any time. At Get Compliant, this information is protected by the confidentiality obligation in paragraph 2. Get Compliant is not bound by advocate's professional secrecy.
4. The Providers ensure that their personnel, cooperating advocates and lawyers and subcontractors are bound by secrecy or confidentiality obligations at least equivalent to those in this § 7.
5. Get Compliant's confidentiality obligation does not cover information that is publicly available or whose disclosure the Client has approved. Each Provider may disclose information where mandatory law requires it, and the Law Office only within the limits of advocate's professional secrecy.
6. The Providers may name the Client as a reference or describe their work for the Client only with the Client's prior consent given at least in documentary form, after the Client has seen the content of the publication.

§ 8 AI tools

1. The Providers use technology tools, including artificial intelligence tools, only to support their work. The assessment of the matter and responsibility for the Services rest with the persons who perform them and with the relevant Provider.
2. Information covered by advocate's professional secrecy or by confidentiality goes only into tools that keep it confidential and do not use it to train models.
3. On the Client's request, the relevant Provider tells the Client which tools it uses in the Client's matter.

§ 9 Liability

1. Each Provider is liable only for its own Services.
2. The Law Office holds compulsory professional liability insurance for advocates. On the Client's request, it provides information about the insurer and the territorial scope of the insurance.
3. In relation to Clients who are neither Consumers nor Sole Traders with Consumer Rights:
 - (a) a Provider is liable only for actual loss, excluding lost profits and indirect damage,
 - (b) the total liability of Get Compliant under an Order is limited to the net fees paid to it under that Order in the 12 months before the event giving rise to the claim or, if the Order has lasted less than 12 months, since it began,
 - (c) the total liability of the Law Office under an Order is limited to the higher of the net fees paid to the Law Office, calculated as in point (b), and the minimum sum insured under the compulsory professional liability insurance of advocates.
4. The limitations in paragraph 3 do not apply to damage caused intentionally or through gross negligence, or where mandatory law does not allow liability to be limited.
5. Liability to Consumers and Sole Traders with Consumer Rights is governed by generally applicable law.

§ 10 Rights to work products

1. The Providers retain their rights to their methodologies, know-how, templates and tools, including the 16-step method and the ARIA method.
2. Upon payment of the fees for the relevant Services, the Provider grants the Client a non-exclusive licence, without territorial limits and for an indefinite period, to use the works prepared for the Client, for the Client's own needs. This applies in particular to legal opinions and contracts prepared by the Law Office and to policies, procedures and reports.
3. The licence covers the following fields of exploitation:
 - (a) recording and reproduction by any technique,
 - (b) modification, translation and adaptation,
 - (c) making the works available to the Client's personnel, advisers, auditors, counterparties and public authorities,
 - (d) making the works available to the public in such a way that anyone can access them at a place and time of their choosing, where the purpose of the work requires it.
4. The Provider permits the Client to use adaptations of these works to the same extent. The Provider may terminate the licence only if the Client uses the works in breach of its terms.
5. The economic copyright passes to the Client only under an agreement that expressly provides for it. Such an agreement must be made in writing, otherwise it is invalid.
6. The Services are provided for the Client. Third parties may rely on them only with the prior consent of the relevant Provider given by e-mail or in writing.

§ 11 Ending the cooperation

1. An Order lasts for the time needed to perform the Services or for the period stated in it.

2. Subject to paragraph 3, the Client may terminate an Order at any time. The Client then pays for the Services performed until the termination takes effect and reimburses the expenses incurred.
3. In monthly Orders with Clients who are not Consumers, termination without good reason by either party takes effect with one month's notice at the end of a calendar month, unless the Order provides otherwise.
4. Either party may terminate an Order with immediate effect for good reason. For a Provider, good reason includes in particular non-payment, lack of cooperation by the Client, or a situation in which continuing the Order would breach the law or professional rules, for example because of a conflict of interest.
5. If the Law Office terminates a power of attorney, it continues to act for the Client for two weeks where the law requires it, in particular Article 94 § 1 of the Polish Code of Civil Procedure, unless the Client releases it from this obligation.
6. Terminating an Order with one Provider does not affect Orders with the other. Under a Joint Order, the scope of each Provider may be terminated separately.
7. Notice of termination must be given in documentary form, for example by e-mail.

§ 12 Right of withdrawal

1. A Consumer or a Sole Trader with Consumer Rights who has concluded an Order at a distance or off premises may withdraw from it without giving reasons within 14 days of its conclusion.
2. To meet the deadline, it is enough to send a withdrawal statement before the deadline expires to office@gclawyers.eu or to the postal address given in § 1(2). The model form in Annex 1 may be used. Using it is not obligatory.
3. If the Consumer or Sole Trader with Consumer Rights has expressly requested that the Services start before the end of the withdrawal period and then withdraws from the Order, he or she pays for the Services performed until the withdrawal, in proportion to the agreed scope.
4. The right of withdrawal does not apply if the Provider has fully performed the Service with the express prior consent of the Consumer or Sole Trader with Consumer Rights, who was informed before performance began that he or she would lose the right of withdrawal once the Provider had fully performed the Service, and acknowledged this.
5. The Provider refunds payments without undue delay and in any event within 14 days of receiving the withdrawal statement, using the same payment method as the Client used, unless the Client has expressly agreed to another method. The refund involves no costs for the Client.

§ 13 Complaints

1. Complaints about the Services or the Website may be sent by e-mail to office@gclawyers.eu or in writing to the postal address given in § 1(2). A complaint should include the Client's name, contact details and a description of the issue.
2. The relevant Provider responds to the complaint within 14 days of receiving it, by e-mail or in another way indicated by the Client.
3. A Consumer may use out-of-court complaint and redress procedures, in particular free assistance from a municipal or district consumer ombudsman (miejski lub powiatowy rzecznik konsumentów) or a consumer organisation. A Consumer may also apply to an entity entered in the register of entities authorised to conduct out-of-court resolution of consumer disputes kept by the President of the Office of Competition and Consumer Protection (UOKiK). Participation in these procedures is voluntary.

§ 14 The gclawyers.eu website

1. On the Website, the Providers make available free of charge information about themselves and their Services, links for contact by e-mail and telephone, and documents to download, including these Terms and the Privacy Policy. These are services provided electronically.

2. To use the Website, a device with internet access and an up-to-date browser that supports encrypted connections (HTTPS) are needed. To open documents, software for PDF files is needed, and to make contact, an e-mail account or a telephone.
3. The contract for services provided electronically is concluded when the Client starts using the Website and ends when the Client stops using it. The Client may stop using the Website at any time.
4. The Client must not provide unlawful content.
5. Using the internet involves risks such as malware, phishing or interception of unencrypted messages. The Providers apply the safeguards described in the Privacy Policy. The Client should use up-to-date software and should not send confidential information until the relevant Provider has confirmed that it can act in the matter.
6. The Website uses only necessary cookies and similar technologies. Details are set out in the Privacy Policy.
7. Information on the Website is general. It is not legal advice and not an offer within the meaning of the Polish Civil Code. Contacting the Providers does not by itself create an Order.

§ 15 Personal data

1. The Providers process personal data in accordance with the Privacy Policy available on the Website.
2. Where Get Compliant processes personal data on the Client's behalf, the parties conclude a data processing agreement under Article 28 GDPR.

§ 16 Governing law and disputes

1. These Terms and the Orders are governed by Polish law. This choice of law does not deprive a Consumer of the protection afforded by the mandatory provisions of the law of the country of his or her habitual residence.
2. Disputes with Clients who are neither Consumers nor Sole Traders with Consumer Rights are resolved by the common court having jurisdiction over the registered office or place of business of the Provider that is a party to the dispute.
3. Other disputes are resolved by the court having jurisdiction under general rules.

§ 17 Final provisions

1. These Terms are available free of charge on the Website in a form that allows them to be downloaded, stored and printed.
2. The Providers may amend these Terms for good reasons, in particular a change in the law, in the scope of the Services or in the way the Providers operate. Amendments are published on the Website. A new version applies to Orders concluded after it enters into force. Earlier Orders remain subject to the version in force on the date of their conclusion, unless the Client accepts the new one.
3. These Terms are available in Polish and English. In the event of any discrepancy, the Polish version prevails.
4. If any provision of these Terms is invalid, the remaining provisions remain in force.
5. These Terms are in force from 20 October 2026.

Annex 1. Model withdrawal form

For Consumers and Sole Traders with Consumer Rights (§ 12).

Complete and return this form only if you wish to withdraw from the contract.

To: Usługi Prawne Paweł Mielniczek / Get Compliant sp. z o.o. (*), Poetów 8c, 03-147 Warsaw, Poland, e-mail: office@gclawyers.eu

I/We (*) hereby give notice that I/We (*) withdraw from my/our (*) contract for the provision of the following service:

Concluded on:

Name of consumer(s):

Address of consumer(s):

Signature of consumer(s) (only if this form is notified on paper):

Date:

(*) Delete as appropriate.