

CONDITIONS OF PERSONAL DATA PROCESSING

1. PERSONAL DATA CONTROLLER

1.1 Personal data controller is: Plavec & Partners, advokátní kancelář s.r.o., IČO: 24786012, registered office in Praha 1 - Staré Město, Na Zábradlí 205/1, PSČ 110 00 (hereinafter referred as **"the Law Office"**):

- E-mail: ak@ppak.cz;
- Telephone: +420 212 242 807.

1.2 The purpose of this document is to perform selected duties of the Law Office as a personal data controller resulting of the regulation by the European parliament and the EU Council 2016/679 as of 27 April, 2016 on natural persons protection in relation to personal data processing and free movement of such data and on cancellation of the Directive No 95/46/ES (general regulation on personal data protection; further only as **"GDPR"**) and other provisions on personal data protection of the Law Office clients which are natural persons (hereinafter referred to as **"clients"**) as well as the Law Office possible clients which are natural persons (hereinafter referred to as **"possible clients"**).

2. PERSONAL DATA PROCESSING LEGAL BASIS AND OBJECTIVES

2.1 The Law Office clients' personal data processing legal basis is:

- Performing of a contract;
- Performing of legal duties;
- Legitimate interests.

2.2 The clients' personal data are processed for the following purposes:

- Concluding of a contract on providing legal services and performing the duties of the Law Office resulting of such contract (contract performance);
- Performing of legal tax duties, duties in compliance with Act No. 85/1996 Coll., on advocacy, as subsequently amended (hereinafter referred to as **"Act on Advocacy"**) and in compliance with Act No. 253/2008 Coll., on selected measures in compliance with Anti-Money Laundering and Counter-Terrorism Financing Act, as subsequently amended (hereinafter referred to as **"the AML Act"**) (legal duties performing);
- Collecting evidence for necessary claiming of the Law Office rights as well as claiming such rights (legitimate interests).

2.3 Legitimate interest in acquiring new clients as well as spreading awareness about services and activities of the Law Office are the legal basis and simultaneously an objective for possible clients personal data processing by the Law Office.

3. CATEGORIES OF PERSONAL DATA

3.1 The Law Office processes the clients' personal data within the following scope:

- address and identification data: name, surname, birth certificate number, birth date, address of residence, telephone number, e-mail, health condition data (when representing clients in cases of claiming compensation for detriment of health and the like);
- description data: bank connection (link);
- personal data relating to court, tax and administrative procedures (including data necessary for the purpose of defence in lawsuits);
- further data necessary for correct providing of legal services and performing of legal duties.

3.2 As a rule, the Law Office processes the possible clients' personal data in the scope: name, surname, telephone number, e-mail.

4. CATEGORIES OF PERSONAL DATA RECIPIENTS

4.1 The following entities can be recipients of clients and possible clients personal data in particular cases:

- bodies of public power (e.g. courts, administration bodies);
- external providers of expert and specialized services (personal data processors);
- further recipients depending on client's needs and instructions.

4.2 In case of personal data being processed, besides the Controller, also by processors, this is based on contracts on personal data processing concluded in compliance with GDPR.

5. TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES

5.1 Personal data of clients or possible clients are not transferred to third countries (outside the EU).

6. TIME OF PERSONAL DATA PROCESSING

6.1 Personal data of clients are processed for the time of validity of the above-mentioned contract on providing legal services and after its expiry they shall be handled in compliance with the applicable law (particularly Act on Advocacy, professional regulations, law No. 499/2004 Coll., on archivation and document service and on certain acts modification, as subsequently amended, and GDPR).

6.2 Possible clients' data are processed for the time of the Law Office justified interest in personal data processing, however for maximum 3 years from the collection thereof, or if need be till the time of possible client's objection to further processing.

7. CLIENTS AND POSSIBLE CLIENTS RIGHTS

7.1 In consequence of personal data processing, each client / possible client has the following rights:

7.1.1 the right to require access to his personal data from the Law Office;

7.1.2 the right to rectification of inaccurate personal data processed by the Law Office;

7.1.3 the right to restriction of processing. Restriction of processing means that the Law Office must classify the personal data the processing of which has been restricted and must not process them further during the time of restriction, except for saving. The client/ possible client has the right to restricted processing if:

- the client contests the personal data accuracy; the right is applicable for a period enabling the Law Office to verify the personal data accuracy;
- the processing is unlawful and the client/possible client opposes the personal data erasure and requests the restriction of their use instead;
- the Law Office no longer needs the personal data for the purpose of processing, but they are required by the client/possible client for the establishment, exercise or defence of legal claims;;
- he/she has objected to processing mentioned below in point 7.1.7 of these conditions pending the verification whether the legitimate grounds of the Law Office for processing override the client's/possible client's interests or rights and freedom;

7.1.4 Right to erasure. The right to erasure applies only to personal data that the Law Office processes for purposes other than performance of its legal duties. The right to erasure is applied exclusively when the personal data processed are no longer necessary for the specific purpose; the processing is based on consent and the consent is withdrawn by the client/possible client; the client/possible client objects to processing and there are no overriding legitimate grounds for further processing; the personal data have been unlawfully processed; the Law Office is ordered to erase personal data for compliance with a legal obligation or when the personal data have been collected in relation to the offer of information society services referred to in Article 8 par. 1 of GDPR;

7.1.5 right to data portability. The client may request that the Law Office provides his/her personal data to him/her for the purpose of transmitting them to another personal data controller or that the Law Office itself transmits the data to another personal data controller. The client has this right solely concerning the personal data processed by the Law Office by automated means based on client's consent or contract;

7.1.6 the right to object at the supervisory authority, namely in case if the client thinks that the personal data processing violates the legal regulations on personal data protection. Client/ possible client can object at the supervisory authority in his/her usual place of residence, place of employment or in place of the suspect violation. In the Czech Republic, the supervisory authority

is the Úřad na ochranu osobních údajů (The Office for Personal Data Protection), registered office in Pplk. Sochora 27, 170 00 Praha 7, web: www.uoou.cz;

7.1.7 In the case that the Law Office processes the client's / possible client's data for the purpose of legitimate interest of his/hers or anybody else, the client/possible client has the right to object to such processing. The client/possible client can place the objection at the seat of the Law Office or to its e-mail address specified above in these conditions. If the client/possible client places an objection, the Law Office is entitled to continue processing only if demonstrating that compelling legitimate grounds for processing override the interests or rights and freedom of the client/possible client, and if the processing is necessary for establishment, exercise or defence of legal claims;

7.1.8 In the case that the Law Office processes the client/possible client personal data for the purposes of direct marketing, the client shall have a right to object at any time to personal data processing concerning him or her for such direct marketing. If the client/possible client places objection to processing for the purposes of direct marketing, the personal data shall no longer be processed for such purpose.

8. METHOD OF PERSONAL DATA PROCESSING AND PROTECTION

8.1 Personal data processing is carried out especially in the headquarters and branches of the Law Office by the individual authorized employees or processors. Processing is made by means of computer technology, website or manual method applicable for personal data in paper form

8.2 For the reasons of providing protection of the processed personal data and processing in compliance with GDPR, the Law Office introduced organizational and technological measures in compliance with Articles 24 and 25 of GDPR.

8.3 The Law Office does not expose the clients' /possible clients' personal data to purely automated decision making and does not carry out clients/possible clients profiling.

9. FINAL PROVISIONS

9.1 These conditions are available on the Law Office website: www.ppak.cz and www.nahradaskodynazdravi.cz