

Privacy Policy

Company **BROŽ BROŽ VALA advokátní kancelář s.r.o.**, with registered seat Marie Steyskalové 767/62, 616 00 Brno - Žabovřesky, ID No. 292 01 195 (hereinafter „*Law Office*“) hereby informs its clients and other persons about the purposes and methods of processing of personal data when providing legal and other services.

The Law Office considers privacy of personal data of its clients and other persons and keeping of such data as strictly confidential to be very important and undertakes to treat them in accordance with valid regulation in the field of personal data protection. The Law Office especially undertakes to process the personal data in accordance with Regulation of European Parliament and Council (EU) 2016/679 on protection of physical persons in connection with processing of personal data and on free movement of such data and on cancellation of Directive 95/46/ES (General Data Protection Regulation; hereinafter “GDPR”) and act No. 101/2000 Coll., on protection of personal data, as amended.

1) Purpose of Processing

The Law Office shall process the personal data for the purpose of:

- a) Performance of agreement on provision of legal services, including its conclusion (written or oral, i. e. factual provision of legal services)
- b) Performance of another contract or agreement, including its conclusion (relationships with business partners, recruitment, etc.)
- c) Compliance with legal obligations of the Law Office (especially tax, accountant obligations, etc.)
- d) Sending of market communications and offers of services
- e) Protection of rights and legal interests of Law Office (e. g. identification of client in the meaning of Act No. 253/2008 Coll., on some provisions against legalisation of incomes from criminal activities, as amended, in connection with act No. 85/1996 Coll., on advocacy, as amended)
- f) Protection of legal interests of third parties
- g) Statistic purposes in the meaning of art. 89 of GDPR

Provision of consent with processing of personal data for the purpose of sending of personalized market communications or for the purpose of sending of offers of services and products of business partners of the Law Office is voluntary and may be revoked at any time in the same form as its provision. The consent is given until its revocation. Non-provision of such consent shall not influence performance of agreement.

2) Processed Personal Data

The Law Office shall process the following personal data:

- a) Name, surname, address, e-mail, phone number
- b) Number of account, eventually other bank data (IBAN, etc.), ID No., Tax ID in case of performance of agreement on provision of legal services or other contract or agreement, compliance with legal obligations and protection of rights and legal interests of the Law Office
- c) Personal ID, date of birth in case of performance of agreement on provision of legal services or other contract or agreement and in case of compliance with legal obligations

- d) Any other information concerning client of third persons (e. g. data concerning decisions in criminal cases, data on racial or ethnic origin, political views, religion or philosophical beliefs, membership in trade union, data concerning medical state, etc.) in case of necessity for the purpose of provision of legal or other services or for the purpose of protection of legal interest of third persons.

Personal data shall be processed by the Law Office manually.

3) Retention of Personal Data

The personal data shall be processed and retained only for the period, for which it is necessary for the purposes of their processing, or for the period, for which the Law Office is obliged to keep them according to legal regulation, or for which the consent was provided to the Law Office.

The Law Office shall retain personal data in the extent of name, surname, date of birth, ID No. for the purpose of avoidance of conflict of interests for indefinite period of time.

After termination of the above-mentioned period the personal data shall be treated according to valid legal regulation, especially act No. 85/1996 Coll., on Advocacy, as amended, act No. 499/2004 Coll., on Archiving and Records Management and change of some regulation, as amended, and GDPR.

4) Recipients of Personal Data

The Law Office shall make the personal data of subjects of such data that it shall process accessible only to its shareholders, entitled employees and cooperating lawyers or other cooperating persons (providers of information system maintenance), eventually other persons, always only in such an extent that is necessary for fulfilment of the purpose of processing.

The Law Office shall make the data accessible also according to the necessities and instruction of the client, eventually, in the cases stated by law, also to the public authorities (e. g. courts, administrative authorities, police, etc.).

5) Rights of the data subjects

Clients of the Law Office, and other persons, whose personal data shall be processed by the Law Office at performance of the contract or to fulfil other above-mentioned purposes, have the following rights resulting from legal regulation, which may be exercised at any time:

- a) Right of access to personal data: The subject of data has the right to gain information, whether the Law Office processes his/her personal data, and if yes, what personal data are concerned and how they are processed.
- b) Right on correction and completion of personal data: The subject of data has the right to ask the Law Office to correct without unnecessary delay inaccurate personal data concerning such subject of data. Incomplete personal data may be completed by the subject of data at any time.
- c) Right on erasure of personal data: The subject of data has the right on erasure of personal data by the Law Office, if (i) their processing is illegal, (ii) the subject of data object against their processing and there are no prevailing justified reasons for processing of the personal data, (iii) the legal obligation for processing stated by law ceased to exist, (iv) the personal data are no longer necessary for the purpose, for which they have been assembled or otherwise processed and if the subject of data asks for erasure.
- d) Right on restriction of processing of personal data: The subject of data has the right on restriction of processing of personal data by the Law Office, if the subject of data asks for

that. The subject of data is entitled to make at any time objection against processing based on legitimate interests of the Law Office, third party or necessary for fulfilment of task performed in public interest or at exercise of public authority.

- e) Right on transferability of the data: The subject of data has the possibility to get the personal data he/she has provided the Law Office with, in common and machine-readable form. Such data may be then handed over to another administrator of personal data, or, when it is technically possible, the subject of data may ask the Law Office to hand them over to such other administrator.

More information on rights of subjects of the personal data are available on websites of Office for Personal Data Protection. (<https://www.uoou.cz/6-prava-subjektu-udaj/d-27276>)

6) More Information

More information in connection with processing of personal data by the Law Office shall be provided directly by the Law Office on e-mail address ostrava@bbv-ak.cz.

If the subject of personal data is in any way unsatisfied with processing of his/her personal data made by the Law Office, he/she may submit a complaint directly to the Law Office at e-mail address ostrava@bbv-ak.cz, or to contact the Office for Personal Data Protection (Pplk. Sochora 7, 170 00 Praha 7, ID of data box: qkbaa2n, web: www.uoou.cz, e-mail: posta@uoou.cz, tel.: +420 234 665 800 – available from Tuesday till Thursday between 12.00 and 16.00)