GDPR

Personal data protection

Attorney as the Data Administrator of personal data which he will be provide with at the basis of a contract, hereby acknowledge that he will gather and process personal data in compliance with legal regulations on data protection, in particular Act No 85/1996 Coll., on Advocacy, as amended, and 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.

Personal Data Administrator

The Personal Data Administrator is Matej Koza, Attorney-at-Law, Czech Bar No. 14302, with his registered seat at: Milady Horákové 116/109, 160 00 Prague 6 – Hradčany, Ident. No.: 73734136, info@kozalegal.cz, +420 233 312 945.

Legal basis for administration

• Contract for Legal Services, Appointing of legal representation or defence, Employment Contract, Contract with a business partner

• Providing personal data is responsibility of the subject of such data - the Client (hereinafter "Client"), which arise from the aforementioned Contract

• Legal responsibility of the Administrator arise from regulation on the Prevention of Money Laundering and from accounting and wage regulations

Purpose of Administration

Providing Legal Services on the basis of the Contract with Client, fulfilling of duties arise from attorneys regulations, entitled interest of the Administrator - fulfilling the Contract with Client, fulfilling of duties arise from accounting and wage regulations.

Receivers of Personal Data

• Public Authorities (e.g. courts, administrative bodies)

• IT specialist of our systems

• Accountants and Tax advisors

• Others receivers on the basis of Clients needs and instructions

Period of Administration

Personal data will be processed for the period of effectiveness of the aforementioned Contract and then it will be stored in compliance with legal regulations on data protection, in particular Act No 85/1996 Coll., on Advocacy, as amended, Act No 499/2004 Coll., on Archival, as amended, and 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.

Client's rights

Right to access personal data means that Client has the right to ask the Administrator to obtain information whether he process his/her personal data and if so, what kind of data and how it is processed. Client has also right to ask the Administrator for rectification of his/her personal data which are incorrect. Client has the right to complete his/her inaccurate personal data.

Right to erasure personal data means the obligation of the Administrator to delete processed personal data if other requirements are met and Client ask for it.

Client has the right to restrict his/her personal data administration in some cases. Client has the right to object any personal data administration based on entitled interests of the Administrator, third party or if such administration is necessary for purposes of Public Authorities.

Right to data portability gives Client an option obtain his/her personal data in structured readable format. These data is then possible to transfer to another administrator or if possible, ask administrators to transfer it between them.

Right to revoke the consent with personal data administration shall not apply due to the fact data is processed on the basis of the Contract with Client, not on the basis of the consent.

Should the Client will be anyhow not satisfied how his/her data is processed by the Administrator, the Client has the right to complain to the Administrator or to file a petition with the Office for Personal Data Protection.

More information about the rights could be find on web pages of the Office for Personal Data Protection (https://www.uoou.cz/6-prava-subjektu-udaj/d-27276)

REQUEST OF THE SUBJECT

Identification details

Name and surname: _____

Date of birth: _____

Address : _____

Contact details (e-mail, phone number,…): _____

Subject of the request – What right would I apply

Right to access

It is sufficient for me to know types of my personal data you administrate (e.g. data necessary for the Contract concluded, or monitoring how I use your service etc.); or

I want to know all my personal data you administrate, but I do not need a copy of it; or

I want to know all my personal data you administrate and I demand to obtain a copy of it via

this e-mail address: _____; or

this address: _____.

Right to rectification

I want to correct/complete these personal details: _____

Current figure of personal details is: _____

Right to erasure

I want that you do not administrate these personal details _____ and that you erase it from your systems.

Right to restriction of data processing (please let us know which administration you would like to restrict and alternatively let us know which personal data should these restrictions be applied to)

I want that you restrict the following data processing _____ (characterization of restriction) my personal details _____ (which these restrictions should apply to).

Right to data portability

I want all/these personal data you administrate to be transferred, _____, in this format _____.

Personal data send to this e-mail address: _____

OR

Transfer my personal data directly to the new administrator:

Name of administrator: _____

Address of administrator: _____

E-mail of administrator: _____

Phone number of administrator: _____

Right to object to processing

I object to following processing of my personal data: _____

If you ask for erase/restriction of processing and we acknowledge your request, we will about erasure/change/restriction processing personal data inform any receivers whom were your personal data made accessible, excluding situations where it would be impossible or it would demand disproportionate effort. Would you like to be informed about these receivers of personal data? (YES/NO)

Reason of the request

If you ask for erasure, restriction or right to object, please give us reasons of your request. If you do not, your request can not be approved.

_____

In _____ on_____

Signature