

Personal Data Processing Policy

Introduction

In this policy, we explain you how and why we process your personal data, who has access to it, how we protect it, and what your rights are under applicable legislation (GDPR). Our processing varies depending on the services provided, e.g., legal advice, communication, marketing activities, and client relationship management.

Personal data collector

We, the company, are joint controllers., company Kristýna & Mikuláš advokáti s.r.o., with registered office Karolinská 661/4, Karlín, 186 00 Praha 8, IČO: 11705108 and the following cooperating attorneys:

- Mgr. Diana Urbášková, ev. č. ČAK 21647, with registered office Moravské náměstí 754/13, 602 00 Brno.

What personal data we process

- **Identification data:** first name, last name, date of birth, birth number, and other data stated on the identity document, data on employment and average income (in the case of client identification pursuant to Act No. 253/2008 Coll., on Certain Measures Against the Legalisation of Proceeds of Crime and the Financing of Terrorism - AML),
- **Contact details:** e-mail, telephone number, residential/business address, company ID number, VAT number, if applicable;
- **Data related to contract performance:** information about the services provided, information about rights and obligations arising from the contract;
- **Information related to the provision of legal services:** information contained in submitted documents, court and administrative decisions;
- **Professional data:** information about your job position or position in the company, other data contained in your CV or cover letter;
- **Data from communication with us:** content of emails, messages, feedback from clients or event participants;
- **Payment details:** bank account number, payment card number, bank code, IBAN, SWIFT (for natural persons' accounts);
- Data from website visits and use of online services: cookies, statistics.

How and when personal data is processed

As a data controller, we collect and process personal data of clients, suppliers, business partners, website visitors, and other individuals with whom we come into contact in the course of our business. These Personal Data Processing Principles shall therefore apply to the processing of personal data:

- If you visit our website: <https://www.czech.legal/> („Website“);
- If you contact us with a request for legal services or we respond to your inquiry;
- If we establish a business relationship with you or provide you with legal services or training;
- We send you commercial communications (newsletters, training offers, etc.);
- We must comply with our legal obligations;
- It is necessary to protect our legitimate interests;
- You apply for a job with us.

We obtain personal data primarily from you, our clients, job applicants, or other associates. We may also obtain data from public registers and lists, such as the commercial register or trade register.

Provision of legal services

In connection with the provision of legal services, we process your personal data as follows:

Purpose of processing	Personal data processed	Legal basis for processing	Personal data retention period
Conclusion and performance of a contract for the provision of legal services	Identification data, Contact details, Data related to the fulfilment of contractual obligations, Payment details, and any other data communicated to you	Conclusion and performance of the contract Compliance with legal obligations Legitimate interest	For the duration of the contractual relationship and for a period of 10 years after its termination, unless legal regulations require us to retain the data for a longer period. In the event of a dispute with a client, we may process personal data until the dispute is completely resolved or until the limitation period expires.
Fulfilling the legal obligations of a law firm, maintaining legal files	All information provided by the client	Compliance with legal obligations (e.g., under the Act on Advocacy, regulations concerning taxes, accounting, AML).	The length of retention depends on the legal obligation we must fulfil. We are required to keep client files for 5 years after the termination of legal services. As for the safekeeping of money, property, or securities, this is for the duration of the provision of legal services and 10 years after the termination of legal services.
Getting feedback	Identification data, professional data,	Legitimate interest	For a period of 3 years after the termination of

	contact details, data from communication with us	Consent (if we decide to publish feedback)	cooperation, or until the consent is revoked
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Sending commercial communications

If you are already our client (we provide you with legal services or you have participated in an event organized by us), we are entitled to send you commercial communications as follows:

Purpose of processing	Personal data processed	Legal basis for processing	Personal data retention period
Sending commercial communications	Identification details, Contact details	Legitimate interest based on Act No. 480/2004 Coll., on certain information society services, on the basis of which we are entitled to send you commercial communications, services that we have already provided to you)	Until you notify us that you no longer wish to receive commercial communications from us. Simply inform us of this at any email address from which we communicate with you.

However, if you are not yet our client, we may send you commercial communications (newsletters, legal news, etc.) and process your personal data only in the following manner:

Purpose of processing	Personal data processed	Legal basis for processing	Personal data retention period
Sending commercial communications	Identification details, Contact details	Agreement	Until you revoke your consent/unsubscribe from receiving commercial communications, or from the moment we receive your request to this effect, we will no longer process your personal data for this purpose.

Participation in training courses and other events

If you register for an event organized by us (seminar, workshop), we need to process your personal data so that we can ensure your attendance at the event and inform you of any changes. We therefore need to process your personal data as follows:

Purpose of processing	Personal data processed	Legal basis for processing	Personal data retention period
Event registration, secured payment for services, and, where applicable, securing related communication	Identification data, Contact details, Contract information, Payment details	Conclusion and performance of the contract	Usually until the end of the event
Getting feedback – after the event, we may contact you to ask for feedback	Identification details, Contact details	Legitimate interest in improving our services	No longer than 2 years from receipt of feedback, if not provided, 1 year from the end of the event
Compliance with legal obligations as an event organizer	Identification data, Contact details, Payment details, Contract information	Compliance with legal obligations	For the period specified by the relevant regulations

Furthermore, even if we are not directly organizing the event (but are, for example, only performing) and you participate in our workshop, seminar, etc., we will want to stay in touch with you and ask you for feedback, so we may process your personal data as follows (unless the feedback is provided anonymously):

Purpose of processing	Personal data processed	Legal basis for processing	Personal data retention period
Getting feedback – after the event, we may contact you or ask you to provide feedback	Identification data, Contact details, Data from communication with us	Legitimate interest in improving our services	No longer than 2 years from receipt of feedback, if not provided, 1 year from the end of the event
Sending commercial communications concerning further educational and similar events	Identification details, Contact details	Consent – if we wish to process your personal data (email, name) obtained in connection with the provision of feedback for the purpose of sending commercial communications, we will request your consent.	Until you revoke your consent/unsubscribe from receiving commercial communications, or from the moment we receive your request to this effect, we will no longer process your personal data for this purpose.

Answering the question

If you contact us with any questions, whether by email, LinkedIn, or other means, we process the following personal data:

Purpose of processing	Personal data processed	Legal basis for processing	Personal data retention period
To answer your question, we need to process some of your personal data.	Identification data, Contact details, Data from communication with us	Legitimate interest in answering your question	No longer than 1 year after responding to the query

Contracts with suppliers

If we enter into a contract with you as a supplier, it is necessary to process your personal data for the purpose of concluding, performing, and managing the contractual relationship, including communication regarding the performance of the contract, invoicing, payments, and resolving any complaints or other claims.

Purpose of processing	Personal data processed	Legal basis for processing	Personal data retention period
We need personal data to conclude and perform the contract	Identification data, Contact details, Data related to the performance of the contract, Payment details	Conclusion and performance of the contract	For up to 3 years from the fulfilment or termination of the contract; basic information about the legal relationship and its existence (contracting parties, subject matter of the contract, etc.) for up to 10 years from the fulfilment or termination of the contract.
Compliance with legal obligations	Identification data, Contact details, Data related to the performance of the contract, Payment details	Compliance with legal obligations	Processing is necessary for the period specified by the relevant legal regulations, in particular: <ul style="list-style-type: none"> - Act No. 235/2004 Coll., on Value Added Tax, - Act No. 563/1991 Coll., on Accounting.
The processing of personal data is necessary to protect our legitimate interests, for example when asserting or defending legal claims.	Identification data, Contact details, Data related to the performance of the contract, Payment details	Legitimate interest	For up to 10 years after the fulfilment or termination of the contract. In the event of a dispute, we may process personal data until its complete resolution, or for the duration of the relevant limitation periods.

Job applicants

If you respond to our job advertisement or contact us yourself with an offer of cooperation, we process your personal data as follows:

Purpose of processing	Personal data processed	Legal basis for processing	Personal data retention period
Evaluation of CVs, invitations to interviews, and conducting interviews	Identification data, Contact details, Professional data, photograph (if provided)	Measures prior to concluding the contract, Conclusion and performance of the contract	For the duration of the selection process and for a maximum of one month after its completion. If we agree to work together, then also for the duration of the collaboration and for the period required by law.
Candidate records: if you are interested, we will keep your personal data and contact you with job offers in the future.	Identification data, Contact details, Professional data, photograph (if provided)	Agreement	No longer than 3 years from the date of consent

Other persons who may have access to personal data

We only disclose personal data to authorized employees, lawyers or advisors, and contractual processors (e.g., IT services, accountants) and only to the extent necessary for the purpose in question. If necessary, we may share data with law enforcement agencies or public authorities if required by law.

Your rights.

In connection with the processing of your personal data, you have the following rights:

Access to and correction of personal data

You have the right to know whether we process your personal data, and if so, we will provide you with detailed information about what specific data we store, for what purposes we use it, how long we work with it, to whom we transfer it, and whether we use it in automated decision-making (including an explanation of how this process works). Upon your request, we will provide you with one copy of this personal data free of charge. If you request additional copies, we may only charge you the necessary costs associated with producing them.

You may ask us to correct or complete your data at any time if it is inaccurate or incomplete. We will comply with your request without undue delay.

Right to erasure of personal data and restriction of processing

If personal data is no longer needed, we process it without legal grounds, or you withdraw your consent, you have the right to request its deletion (the so-called right to be forgotten).

Furthermore, if we process your personal data incorrectly or it is incorrect, you have the right to request that its processing be restricted for the time necessary to verify its accuracy and correct it if necessary.

Similarly, you may request restriction of processing if the reason for processing no longer applies but you insist on further processing (e.g., to defend your legal claims).

Processing may also be restricted if you object to the processing of personal data on the basis of a legitimate interest, for the period during which it is assessed whether your objection is justified.

Data portability

In the case of personal data processing based on consent or necessity for the performance of a contract, you may request that we provide you with your personal data in a structured and machine-readable format. You also have the right to request that we transfer this personal data to another personal data controller according to your wishes.

The right to object to processing based on legitimate interest.

You have the right to object to the processing of your personal data if it is processed on the basis of our legitimate interest. In such a case, we will carefully consider whether there are compelling reasons that outweigh your right to personal data protection. If there are no such reasons, we will suspend or terminate the processing of your data, unless there are other legal grounds for further processing. Your rights are our priority, and we always seek to strike a balance between protecting your data and our legitimate interests.

Right to withdraw consent at any time

You have the right to withdraw your consent at any time, after which we will immediately cease processing your personal data.

Right to contact the Office for Personal Data Protection

If you believe that we are not processing your personal data correctly, or if you believe that the above rights do not resolve your problem, you can contact the Office for Personal Data Protection:

<https://uoou.gov.cz/>.

Profiling and automated individual decision-making

We would also like to inform you that we do not currently profile you or make decisions based on automated processes.

Cookies and web technologies

We do not currently use cookies on our Website. If this changes, we will inform you about the use of cookies when you visit the Website and ask for your consent where required.

Contact details of the person authorized to handle inquiries regarding personal data protection

To exercise your rights or if you have any questions, please contact us at diana@czech.legal.