

English

Cisek Privacy Policy

Introduction

This document contains the following information:

1. who is responsible for processing your personal data,
2. the purposes and legal basis for the processing,
3. the categories of personal data concerned,
4. who has access to your personal data (other recipients),
5. the period for which the personal data will be stored,
6. what rights you have and other important information regarding personal data processing,
7. the effective date of this Policy.

This Privacy Policy applies to (i) personal data processing when you are using our website www.akcisek.cz, (ii) personal data processing when we communicate (by phone, e-mail, our online contact form etc.), (iii) personal data processing while providing you with legal services, (iv) personal data processing in order for us to comply with legal obligations, and (v) personal data processing for the purposes of the legitimate interests pursued by us or by a third party.

Data controller

The data controller is **Mgr. Jiří Císek, attorney** with his registered office in Brno, Czech Bar Association ID No. 19068, business ID No. 09533628. The controller is responsible for your personal data processing.

You can send any question or request regarding personal data processing to the controller via his e-mail address office@akcisek.cz.

Purpose and legal basis of processing

We process your personal data for the following purposes.

1. **Performance of contract** - we process personal data in order to perform legal services agreements with our client or to effect our client's instructions in accordance with legal regulations governing the provision of legal services, or to perform contracts with our partners;
2. **Fulfilling your requests** - we process personal data in order to fulfil your requests, for example received via phone, e-mail or through our online contact form;

3. **Compliance with legal obligations** - we process personal data in order to fulfil our legal obligations under the laws governing provision of legal services, for example to maintain attorney's files and communicate with clients, however, also in order to fulfil our other legal obligations, such as accounting and tax;
4. **Sending marketing communications and services offers** - we process personal data in order to send marketing communications and services offers;
5. **Protection of our legitimate interest** - we process personal data in order to protect our legitimate interests, for example when identifying clients in accordance with laws against money laundering and financing of terrorism or to protect our website and IT systems against cyber-attacks or other misuse;
6. **Protection of legitimate interest pursued by third parties (especially clients)** - we might also process personal data in order to protect third parties, especially our clients in accordance with laws governing provision of legal services.

We process personal data both manually (especially paper legal files) and by automated means (especially electronic legal files and processing in systems for distributing marketing communications and services offers).

Processing of personal data based on consent

If you provide us with a personal data processing consent in order to send you personalized marketing communications (in these cases we might perform your profiling) or in order to send you services offers, via e-mail or phone, you have been acknowledged that granting such consent is voluntary and that you are entitled to revoke your consent at any time. The consent is granted until revoked. Not granting consent has no effect whatsoever on the performance of our mutual contracts.

Categories of personal data concerned

The following table contains a list of personal data categories, which we might process, and the purpose for which we may process them.

Personal data	Purpose of processing
Name and surname	Performance of contract; Fulfilling your requests; Compliance with legal obligations; Sending marketing communications and services offers; Protection of our legitimate interest.
ID, VAT ID	Performance of contract; Compliance with legal obligations; Protection of our legitimate interest.
Contact address	Performance of contract; Fulfilling your requests; Compliance with legal obligations; Sending marketing communications and services offers; Protection of our legitimate interest.
E-mail address	Performance of contract; Fulfilling your requests; Compliance with legal obligations; Sending marketing communications and services offers; Protection of our legitimate interest.

Phone number	Performance of contract; Fulfilling your requests; Compliance with legal obligations; Sending marketing communications and services offers; Protection of our legitimate interest.
Bank account and other transaction details	Performance of contract; Compliance with legal obligations; Protection of our legitimate interest.
Birth identification number	Performance of contract; Compliance with legal obligations.
Date of birth	Performance of contract; Compliance with legal obligations; Protection of our legitimate interest.
Other client's or third party's information	Performance of contract; Fulfilling your requests; Compliance with legal obligations; Sending marketing communications and services offers; Protection of our legitimate interest; Protection of legitimate interest pursued by third parties (especially clients).

Information about third parties

Third party's personal data are usually personal data of our clients' or partners' employees, and other personal data which we receive from our clients or partners (for example personal data about persons with whom our client has a dispute). We use such personal data exclusively in order to perform contracts with our clients or partners. We process third party's personal data for the duration of the contract and for a period required by law. We store such personal data for a longer period if necessary in justified cases to retain data for a longer period in connection with a particular case.

Personal data recipients

We may disclose your personal data to the following categories of recipients.

1. **Public bodies,**
2. **Providers of information systems,**
3. **Other partners.**

Public bodies

We only disclose your personal data to public bodies in accordance with your instructions, in cases imposed by law or in order to protect our or third parties' legitimate interest.

Providers of information systems

We keep legal files also electronically in the SingleCase software owned by company **Single Case, s.r.o.** with registered office at Zubatého 295/5, Smíchov, 150 00 Praha 5, business ID No. 02894815. When we invoice you, we do that through software Fakturoid owned by company **Fakturoid s.r.o.** with registered office at V pláni 532/7, Lhotka, 142 00 Praha 4, business ID No. 04656679.

We might disclose your personal data to other information system providers, if appropriate and adequate considering the purpose of their processing.

Other partners

We provide your personal data in the necessary scope to our tax and accounting partner, **Ms. Jindřiška Halfarová**, accountant with registered office at Rovniny 113, Hlučín 748 01, business ID No. 73283631.

If you subscribe to new articles on our website, we disclose your personal data to company **The Rocket Science Group LLC**, which operates the newsletter system called Mailchimp, and your personal data will be processed also according to their Privacy Policy available here <https://mailchimp.com/legal/privacy/>. Company The Rocket Science Group LLC is from the United States of America and has certified its compliance under the E.U. - U.S. Privacy Shield Framework in order to ensure a high level of protection of your personal data.

We might disclose your personal data to other partners, if appropriate and adequate considering the purpose of their processing.

Personal data storage period

We process your personal data for a period determined by the purpose of their processing. The data processing period is listed below.

Processing purpose	Storage period
Performance of contract	For the duration of contract or until fulfilling all your instructions, and for the period of 10 years following the expiration or termination of the contract.
Fulfilling your requests	Until fulfilling your request.
Compliance with legal obligations	As long as required by law.
Sending marketing communications and services offers	For the duration of your personal data processing consent, or until its revocations, or until you refuse to receive marketing communications and service offers.
Protection of our legitimate interest or the legitimate interest of third parties (especially clients)	For 3 years from the commencement of data processing, unless laws require otherwise (such as the laws on the provision of legal services), or unless it is necessary in justified cases to retain data for a longer period in connection with a particular case.

Your rights and other important information

Your rights

Right of access to personal data

You have the right to obtain information as to whether or not your personal data are being processed and, where that is the case, you also have the right to obtain access to your personal data.

Right to rectification of personal data

If you believe that we are processing personal data about you which are inaccurate or incomplete, you have the right to request their rectification and/or completion.

Right to erasure

If you request erasure of your personal data, we shall erase your personal data provided that (i) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed, (ii) you have revoked your consent with personal data processing, the personal data have been processed based on this consent and there is no other legal ground for the processing, (iii) you object to the processing and there are no overriding legitimate grounds for the processing of your personal data, (iv) the personal data have been unlawfully processed, or (v) the legal obligation in EU or national law to process personal data no longer applies.

Right to restriction of processing

Until we resolve any issues regarding the processing of your personal data, you have the right to restriction of processing. Where the processing has been restricted, such personal data shall, with the exception of storage, only be processed with your consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of a third person or for reasons of important public interest of the Union or of a Member State.

Right to data portability

If you wish that we transfer to a third party the personal data that we are processing about you electronically on the basis of a contract or your consent, and which you have provided to us, you may exercise your right to data portability. In the event the exercise of this right would adversely affect the rights and freedoms of others, we will, however, not be able to act on your request.

Right to object

You have the right to object to the processing of personal data for the performance of a task carried out in the public interest or in the exercise of official authority, or for protection of our legitimate interest or a legitimate interest pursued by third parties. In case that we then fail to

demonstrate that compelling legitimate grounds for the processing exist which override your interests, rights and freedoms, the processing will be discontinued without undue delay.

Other important information

In case of repetitive or manifestly unfounded requests to exercise the above-mentioned rights, we shall be entitled to charge a reasonable fee for exercising the right, or to refuse to act on the request. In such case we shall inform you accordingly.

Due to the fact that we provide legal services, in some cases the exercise of your rights can be significantly limited by law.

If you wish to exercise any of your above-mentioned rights, please, contact us via the e-mail address office@akcisek.cz. We shall respond to your questions or requests without undue delay.

Our actions are supervised by the Czech Office for Personal Data Protection, where, in case you are dissatisfied, you may file a complaint. You can discover more information on the Office's website at <https://www.uoou.cz/en/>.

Effective date

This Privacy Policy is effective as of 1 January 2020.