

# English

## Privacy Policy

### Introduction

This document contains the following information:

1. who is responsible for processing personal data concerning you,
2. the purposes and legal basis for the processing,
3. the categories of personal data concerned,
4. who has access to personal data concerning you (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](http://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 **Cisek, advokátní kancelář s.r.o.**, business ID no.: 09761098, with registered office at Jana Babáka 2733/11, Královo Pole, 612 00 Brno, registered in the Commercial Register under File No. C 120715 at the Regional Court in Brno.

The data controller is responsible for the processing of personal data concerning you.

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

### Purpose and legal basis of processing

We process personal data concerning you 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, received for example 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 the provision of legal services, for example to maintain attorney's files, communicate with clients and identify clients or carry out client due diligence in accordance with laws against money laundering and financing of terrorism, and also in order to fulfil our other legal obligations, such as accounting and tax obligations;
4. **Sending marketing communications and services offers** - if you are our client or you subscribe to our newsletter, and unless you opt-out, 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 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).

The legal basis for processing personal data to perform a contract or fulfil your request is our mutual contract or your request. The legal basis for processing personal data in order to comply with legal obligations are the respective laws and regulations which require us to carry out such processing. In all other cases, the legal basis for processing personal data is our or our client's legitimate interest. We send marketing communications and service offers based on our legitimate interest only to (1) our existing clients or (2) persons, who subscribed to our newsletter, and in both cases only until such client or person asks us to opt-out.

### 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.

<b>Personal data</b>	<b>Purpose of processing</b>
<b>Name and surname</b>	Performance of contract; Fulfilling your requests; Compliance with legal obligations; Sending marketing communications and services offers; Protection of our legitimate interest.
<b>ID, VAT ID</b>	Performance of contract; Compliance with legal obligations; Protection of our legitimate interest.
<b>Contact address</b>	Performance of contract; Fulfilling your requests; Compliance with legal obligations; Sending marketing communications and services offers; Protection of our legitimate interest.
<b>E-mail address</b>	Performance of contract; Fulfilling your requests; Compliance with legal obligations; Sending marketing communications and services offers; Protection of our legitimate interest.
<b>Phone number</b>	Performance of contract; Fulfilling your requests; Compliance with legal obligations; Sending marketing communications and services offers; Protection of our legitimate interest.
<b>Bank account and other transaction details</b>	Performance of contract; Compliance with legal obligations; Protection of our legitimate interest.
<b>Birth identification number</b>	Performance of contract; Compliance with legal obligations.
<b>Date of birth</b>	Performance of contract; Compliance with legal obligations; Protection of our legitimate interest.
<b>Other client's or third party's information</b>	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 personal data concerning you to the following categories of recipients.

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

### Public bodies

We only disclose personal data concerning you 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.**, 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.**, registered office at V pláni 532/7, Lhotka, 142 00 Praha 4, business ID No. 04656679.

Our administrative documents and mail servers are within the **Google Workspace** cloud service, owned by company **Google LLC**, registered office at 1600 Amphitheatre Parkway, Mountain View, California 94043 USA. Google Workspace complies with European Union requirements for personal data processing and transfers based on the [standard contractual clauses](#). Personal data are encrypted using 128-bit or higher Advanced Encryption Standard (AES). Security standards are subject to periodic audit including: SOC1™, (SSAE-16/ISAE-3402), SOC2™, SOC3™, ISO 27001, ISO 27018:2014, and FedRAMP. More information about the security of your personal data within this service are found [here](#).

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

### Other partners

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

If you subscribe to new articles on our website, we will process your e-mail address and, in some cases, your full name in the mailing tool called Mailchimp, operated by **The Rocket Science Group LLC**. Mailchimp complies with European Union requirements for personal data processing and transfers based on the [standard contractual clauses](#). You will find more information about the processing of personal data concerning you in the Mailchimp's Privacy Policy in section Contacts (available here: [Mailchimp's Privacy Policy](#)).

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

## Personal data storage period

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

Processing purpose	Storage period
<b>Performance of contract</b>	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.
<b>Fulfilling your requests</b>	Until completing your request and for additional 3 years following its completion.
<b>Compliance with legal obligations</b>	As long as required by law.
<b>Sending marketing communications and services offers</b>	Either for (1) the duration of your personal data processing consent, if you provided us with one, or (2) until you refuse to receive marketing communications and service offers (opt-out).
<b>Protection of our legitimate interest or the legitimate interest of third parties (especially clients)</b>	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 personal data concerning you are being processed and, where that is the case, you also have the right to obtain access to personal data concerning you.

#### 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 personal data concerning you, we shall erase the 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 the 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 personal data concerning you, 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 cases 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](mailto: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 2021.