

DECLARATION OF PERSONAL DATA PROCESSING AND PROTECTION

Based on requirements of the Directive of the European Parliament and of the Council (EU) 2016/679, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, related standards, and in conformity with the respective principles of personal data processing, the Law Office Brož, Sedlatý s.r.o. notifies of the following information on personal data processing and protection (declaration):

WHO WE ARE (IDENTIFICATION OF ADMINISTRATOR):

Advokátní kancelář Brož, Sedlatý s.r.o.

Company ID number: 24827452, VAT number: CZ24827452

With its seat at Prague 3, Vinohradská 2828/151, postcode 130 00

Entered with the Municipal Court in Prague under file number C 178025

W: www.broz-sedlaty.cz

E-mail: gdpr@broz-sedlaty.cz

(hereinafter called „Administrator“ or „Company“)

EXTENT OF PERSONAL DATA PROCESSING:

The Administrator processes personal data to the extent necessary for fulfilment of the particular purpose of processing, and it proceeds always in conformity with the valid legal regulations and in conformity with the duties of the Administrator.

PURPOSE OF PROCESSING:

The Administrator processes personal data always for a clear and understandable purpose. It has a knowledge of individual purposes.

The purposes of processing by the Administrator include especially:

- personal data processing in connection with providing of legal services under the Act on the Bar and related activities;
- personal data processing for the purpose of fulfilment of legal obligations (fulfilment of legal obligations, including the duties under the Act on Archiving);
- personal data processing for the purpose of ensuring of operation of the Company (personal data of employees, job applicants, etc.);
- personal data processing for the purpose of conclusion or performance of contracts (data of clients, suppliers, etc.);
- reasons of the Administrator's justified interests (for example safety protection of persons and property – camera recording, attendance system, documentation of the firm history, etc.);
- purposes specified concretely in the consent with personal data processing.

LEGAL GROUNDS OF PROCESSING:

The Administrator processes personal data in conformity with the respective legal standards, i.e. on the basis of the following legal titles (generally):

- the subject of data granted the approval to processing of his/her personal data;
- the processing is necessary for performance of the contract, the party of which is the subject of the data, or for implementation of measures adopted before conclusion of a contract at request of this subject of the data;
- the processing is necessary for fulfilment of a legal obligation;
- the processing is necessary for protection of vital interests of the subject of the data or any other natural person;
- the processing is necessary for the purpose of justified interests of the respective administrator or a third party, except for cases where the interests or fundamental rights and freedoms of the subject of the data requiring protection of personal data prevail over these interests, especially if the subject of the data is a child.

Processing **of a special category of personal data** can be realized exclusively on the basis of these legal titles (or exceptions for processing, as the case may be):

- the subject of the data granted an explicit consent with processing of these personal data for one or more specified purposes, except for the cases where the laws of EU or of an EU member state sets down that the prohibition specified under sub-section 1 cannot be cancelled by the subject of the data;
- the processing is necessary for the purpose of fulfilment of obligations and exercise of special rights of the Administrator or subject of the data in the area of labour law and law in the area of social security and social protection, if it is permitted by laws of EU or of an EU member state or by a collective agreement under laws of an EU member state, in which suitable guarantees relating to fundamental rights and interests of the subject of the data are provided for;
- the processing is necessary for protection of vital interests of the subject of the data or other natural person in case that the subject of data is physically or legally not capable of granting his/her consent;
- the processing relates to personal data published manifestly by the subject of the data;
- the processing is necessary for determination, exercise or defending of legal claims, or if courts act within the framework of their judicial powers;
- the processing is necessary for the purpose of preventive or labour medicine, for assessment of working capability of an employee, medical diagnostics, providing of health or social care or treatment or management of systems and services of health or social care under laws of EU or of an EU member state or under a contract with a medical worker, and when meeting the respective conditions and guarantees;
- the processing is necessary for the purpose of archiving in the public interest, for the purpose of scientific or historical research or for purpose of statistics in conformity with Section 89(1) under laws of EU or of an EU member state, adequate to the pursued objective, observing the substance of the right to the data protection and providing suitable and concrete guarantees for protection of the fundamental rights and interests of the subject of the data.

PERSONAL DATA SOURCES

The Administrator receives personal data in the following ways:

- directly from subjects of data,
- from registers, files or lists open to the public
- from contractual partners.

CATEGORIES OF SUBJECTS OF DATA

- employees (including job applicants, temporary workers);
- customers and clients;
- other persons in contractual relationship with the Administrator;
- natural persons on camera recordings;
- service suppliers.

PERSONAL DATA CATEGORIES

- direct and identification data serving for a clear and unmistakable identification of the subject of data and communication with him/her;
- descriptive data;
- special categories of personal data – i.e. such personal data which indicate the race or ethnic origin, political opinions, religious belief or philosophical conviction, membership in trade unions, state of health or sexual life or sexual orientation of a natural person. A special category of data is also formed by genetic and biometric data processed for the purpose of a unique identification of a natural person.

PERSONAL DATA RECEIVERS

The receiver shall mean natural persons or legal entities, public authorities, agency or any other entity to which the data are disclosed.

The Administrator keeps information on personal data receivers, and it always respects the purpose of processing, as well as all legal duties and responsibilities.

WAY OF PERSONAL DATA PROCESSING

The Administrator carries out the personal data processing by its employees or other appointed processors. The processing is in documentary and electronic form, in the automated and manual way.

When processing personal data, the Administrator shall always observe legal requirements, as well as general principles of personal data protection.

PERSONAL DATA PROTECTION

The Administrator ensures the personal data protection organizationally and technically in such manner that an unauthorized or accidental access to personal data, their change, destruction, loss, unauthorized transfers or unauthorized processing or misuse cannot occur.

Personal data protection is the priority interest of the Company.

TERM OF PERSONAL DATA PROCESSING

The Administrator processes personal data always only for the term indispensably necessary for fulfilment of the purpose of the processing and in conformity with all duties under legal standards. The file documentation is processed and kept in conformity with the Act on the Bar.

REPRESENTATIVE FOR PERSONAL DATA PROTECTION (REPRESENTATIVE)

No representative for personal data protection was appointed.

RIGHTS OF THE SUBJECT OF THE DATA

The subject of the data (each holder) has the right to be informed about processing of his/her personal data on the basis of an application in conformity with the respective legal regulations, especially in relation to the below information:

- purpose of processing;
- category of the respective personal data;
- receiver or category of receivers;
- term of processing or storage of personal data;
- available information about the source of personal data;
- the fact whether there is an automated deciding, including profiling.

He/she has further the following rights:

- the right to access to personal data;
- the right to correction or addition of personal data;
- the right to erasure of personal data;
- the right to restriction of processing;
- the right to data transferability;
- the right to raise an objection;
- the right not be a subject of automated individual deciding, including profiling.

If the subject assumes that the Administrator processes personal data in contradiction to his/her rights or the law, he/she may:

- ask the Administrator for an explanation;
- demand elimination of the unlawful state;
- contact the competent supervisory body, i.e. the Office for Personal Data Protection (Úřad pro ochranu osobních údajů) (www.uoou.cz).

You can address the Company with your questions to your individual rights or with the application for their assertion in its seat personally or electronically by an e-mail or the data box.

INSTRUCTION

All information, notices and acts under the GDPR are provided and done free of charge.

Only in case where the applications submitted by the subject of the data are obviously unfounded or inappropriate, especially because they are repeated, the Administrator may either impose a reasonable fee or refuse to grant the application.

Contact:

Address:

E-mail: gdrp@broz-sedlaty.cz

Data box ID:

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