

## INFORMATION ABOUT THE PRINCIPLES OF PROCESSING OF PERSONAL DATA (PRIVACY POLICY)

**Personal Data Administrator:**

**DKS LEGAL**

Mgr. Marek Doleček, attorney, CBA reg. no. 8910,

Mgr. Kateřina Sedláčková, attorney, CBA reg. no. 9966,

ID no.: 442 73 142

Tax identification no.: CZ7212160054

with its registered office at Prague 1 – Nové Město,  
Ostrovní 30/126,

mail: [sekretariat@akdks.cz](mailto:sekretariat@akdks.cz)

telephone: +420 224 932 058, +420 224 932 059

Our law firm, as the Personal Data Administrator, processes personal data of clients in accordance with legal regulations, in particular with **Act No. 85/1996 Coll., the Law 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of natural persons with regard to the processing of personal data and on the free movement of such data, which superseded Directive 95/46/EC (hereinafter referred to as the “GDPR Regulation”).

Due to the fact that our law firm strives to maximize transparency regarding the processing of its clients’ personal data, we would like to inform you, as our clients or future clients, of the rights under the GDPR Regulation.

### PERSONAL DATA

The law firm processes, always in accordance with the specific purpose for processing, which is discussed below, in particular the following personal data:

- name and surname;
- address;
- date of birth, or personal identification number (if the purpose so requires);
- telephone number;
- e-mail;
- bank details and other transaction details;
- business name ( if the person doing business is a natural person);
- Company ID, Tax Identification Number;
- if the data subject has used the web form, also the date, time and IP address of the device from which the specific form would be sent.

#### ADVOKÁTNÍ KANCELÁŘ / LAW FIRM

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#### PARTNEŘI / PARTNERS

MGR. MAREK DOLEČEK

OSV. ČAK 8910

MGR. KATEŘINA SEDLÁČKOVÁ

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## PURPOSE OF THE PROCESSING OF PERSONAL DATA

The processing of your personal data by our law firm takes place for the following purposes:

- performance of a contract for the provision of legal services;
- fulfillment of legal obligations imposed by the legal order of the Czech Republic on the law firm;
- protection of the legitimate interest of the Personal Data Administrator;
- mailing of an electronic newsletter containing news;
- legitimate interests of the Administrator or a third party, except where those interests take precedence over the interests or fundamental rights and freedoms of the data subject requiring the protection of personal data.

## INDIVIDUAL PROCEDURES FOR THE PROCESSING OF PERSONAL DATA

You can find out how we process your personal data in relation to a specific purpose below.

### 1. Processing of personal data of existing clients in the performance of a contract for the provision of legal services

The legal basis for the processing of your personal data is a contract for the provision of legal services, which may also take the form of a power of attorney agreement that you have concluded with us.

The purpose for which your personal data is processed is to provide legal services in accordance with the above-mentioned contract, so that we can provide you with legal services of the highest possible quality.

The range of entities to which we provide your personal data also depends on this. These are mainly public authorities, ie courts, administrative authorities, etc., as well as information system providers, which constitute a basic tool of a modern law firm and enable us to provide you with high-quality, systematic legal services. Further recipients may be other persons to whom your personal data is provided due to your individual needs or your instructions.

Personal data is processed both manually and automatically and is stored on our servers.

Your personal data is processed for the duration of the above-mentioned contract for the provision of legal services and after its termination they will be disposed of in accordance with applicable legislation, especially Act No. 85/1996 Coll., On Advocacy, as amended, Act No. 499/2004 Coll., On Act on Archiving and Filing Service and on Amendments to Certain Acts, as amended, and the GDPR Regulation.

### 2. Processing of personal data of potential clients, especially persons who communicate their personal data via the contact form at [www.akdks.cz](http://www.akdks.cz)

The legal basis for the processing of your personal data is your consent with such processing given to us via filling and sending the form on our web site [www.akdks.cz](http://www.akdks.cz). Consent to the processing of personal data is granted for the personal data that you have filled in in the contact form.

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The purpose for which your personal data is processed is the possibility of contacting your person due to the organization of an introductory meeting or sending an answer to your question. The time for which your personal data will be processed is the time necessary for the realization of these purposes.

Personal data will be made available for this purpose only to authorized persons within our law firm, and only to the extent necessary to fulfill the purpose of processing. You can revoke your consent to the processing of personal data by sending a request to the e-mail below. Our law firm does not systematically process your personal data. The data is processed both manually and automatically and is stored on our servers.

### **3. Processing of personal data of clients or potential clients to whom the DKS LEGAL newsletter is sent**

The legal basis for the processing of your personal data is the consent granted by you, which was granted by filling in and sending the form on our website. Consent to the processing of personal data is granted for the personal data that you have filled in in the contact form.

The purpose of processing personal data is the possibility to send you our newsletter. You hereby consent in accordance with section 7 point 2 of the Act No. 480/2004 Coll., On Certain Information Society Services, as amended, that our law firm shall send you a commercial announcement in the form of a newsletter. Your consent is not granted to any other commercial communications. The period for which your personal data will be processed is unlimited, or for the period of the publishing the newsletter by our law firm.

Personal data will be made available for this purpose only to authorized persons in our law firm, and only to the extent necessary to fulfill the purpose of processing. You can revoke your consent to the processing of personal data by sending a request to the e-mail below. Our law firm does not systematically process your personal data. The data is processed both manually and automatically and is stored on our servers.

### **4. Processing of personal data of persons applying for a job position at DKS LEGAL**

The legal basis for the processing of your personal data is the consent granted by you, which was granted by filling in and sending the form on our website [www.akdks.cz](http://www.akdks.cz). Consent to the processing of personal data is granted for the personal data that you have filled in in the contact form in the Career section.

The purpose of processing personal data is the possibility of contacting your person due to the inclusion of your person in the selection procedure and in case of invitation to a personal interview. The time for which your personal data will be processed is the time necessarily for the implementation and completion of the selection procedure.

Personal data will be made available for this purpose only to authorized persons within our law firm, and only to the extent necessary to fulfill the purpose of processing. You can revoke your

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consent to the processing of personal data by sending a request to the e-mail address below. Our law firm does not systematically process your personal data. The data is processed both manually and automatically and is stored on our servers.

## RIGHTS OF THE PERSONAL DATA SUBJECT

Your fundamental rights under GDPR Regulation are as follows:

- **The right to access** the personal data, i.e. the right to ask the Administrator, our law firm, to confirm that it processes your personal data. If so, you have the right to ask for information regarding which categories of your personal data are being processed, for what purpose and which third parties will be able to access your personal data, what is the planned duration of storage of your personal data, whether you have the right to request the deletion or correction of your personal data or limit its processing or object to this processing, whether you have the right to file a complaint with the supervisory authority etc.
- **The right to the correction** of the personal data, i.e. the right to ask the Administrator to correct or complete your personal data in the case of its inaccuracy or incompleteness.
- **The right to the deletion** of personal data is, in other words, also the obligation of the Administrator – the law firm to delete your personal data processed by the law firm if certain conditions are met and if you request the Administrator to do so.
- **The right to the limitation of the personal data processing**, i.e. the right to ask the Administrator to temporarily limit the processing of your personal data in certain cases.
- **The right to object**, i.e. the right to object to the processing of your personal data at any time, given that your personal data is being processed in the public interest or in the legitimate interests of the Administrator. In the case of objections, the Administrator shall cease to process such personal data unless it can provide serious legitimate reasons for such processing.
- **The right of portability**, i.e. the right to ask the Administrator for the personal data with which you have provided it in a standard, machine-readable format. You can then forward this personal data to another Administrator or, if technically possible, request the Administrators' mutual handover.

If you wish to exercise any of the above rights, contact us by email at [sekretariat@akdks.cz](mailto:sekretariat@akdks.cz), or in person at the headquarters of our law firm.

You can also revoke your consent to the processing of personal data at any time by sending an email to [sekretariat@akdks.cz](mailto:sekretariat@akdks.cz), or in person at the headquarters of our law firm.

## CONTACT INFORMATION

In the case of any questions regarding the processing of your personal data, you may contact us at the e-mail address [sekretariat@akdks.cz](mailto:sekretariat@akdks.cz), or at our postal address: DKS LEGAL, advokátní kancelář, Prague 1 – Nové Město, Ostrovní 126/30, postcode 110 00.

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You can find more information about your rights on the official website of the Office for Personal Data Protection, in particular at <https://www.uoou.cz/6-prava-subjektu-udaj/d-27276>.

If, despite all of the above information, you are not satisfied with the processing of your personal data by our law firm, you may contact the Office for Personal Data Protection with your complaint.

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