

PRIVACY POLICY (applicable from 24.06.2024)

Who is the controller of your personal data?

Me personally, i.e. **Mgr. Jan Procházka, advokát**, ID No. 086 77 581, with registered address at No. 349, 463 62 Hejnice, Czech Republic; Czech Bar Association ID No. 21235, e-mail: prochazka@ak-prochazka.cz, tel.: + 420 601 592 935

What is the legal basis of processing your personal data?

I am processing your personal data in the extent necessary for fulfilling our **contract for provision of legal services**. In some cases, to a limited extent, I am also required to process your data by **statute** (especially by the AML Act, No. 253/2008 Sb., as amended). Outside the framework necessary for performing the contract, I may also process some of your data based on your **consent**.

How may I use your personal data?

I may use the entrusted data **for provision of legal services** to you as my client, as per our contract. Should the law require me, I must also **inform the public authorities**. In case you provide your consent, I may also use your data to contact you with a business information, from time to time (no more than once a month).

Who may I provide your personal data to?

In principle, I may only provide your personal data to whoever you authorize me to, or to anyone necessary to inform for the performance of legal services.

How long will I process your information for?

I will process your information **for the entire duration of the contract** for provision of legal services. **After the contract is terminated**, I will archive the documentation for **5 years** (client files, accounting documents), or 25 years (employment documents). Said terms begin upon completion of conditions for archivation. However, I will never discard any documents in a matter of an ongoing proceedings, or if it contains any original documents, or if I am required by law to provide it to the state archive.

What are your rights in relation to personal data?

1. **Right of Access:** You may, at any time, request information about whether I am processing your personal data, and if so, what data is being processed and how it is being processed.
2. **Right of Rectification:** If there is a change in the personal data you have provided, or if I am processing inaccurate or incomplete personal data, you have the right to supplement or request the correction of your data in my database at any time.
3. **Right of Erasure:** If I am processing your personal data based on your consent, you can request the deletion of your personal data at any time. This right does not apply if I am processing your data in accordance with contract or under a statutory duty.
4. **Right to Restrict Processing:** If I am processing your data based on my legitimate interest or your consent, you have the right to object to the processing of your personal data at any time.
5. **Right to Data Portability:** You have the right to obtain the data processed by me in a structured, commonly used, and machine-readable format so that you can transfer it to another controller, provided that I am processing your data based on your consent.

Where can you turn, if you are unhappy with data processing?

In case you are not satisfied in any way with my processing of your personal data, you may send an objection to me personally, or turn to the Personal Data Protection Office (ÚOOÚ). More information concerning your rights may be found at the [ÚOOÚ website](#).