

PERSONAL DATA PROTECTION POLICY

INFORMATION PROVIDED TO DATA SUBJECTS

(VISITORS TO THE WEBSITE WHO USE THE CONTACT FORM AND OTHER PERSONS WITH WHOM OUR COMPANY COMMUNICATES)

Bányaiová Vožehová, s.r.o., advokátní kancelář, Company ID No.: 24682098, having its registered address at Prague 2, Lazarská 13/8, PSČ 12000, entered in the commercial register maintained by Prague City Court, section C, entry no. 165725 (hereinafter referred to as the “**Company**”), which in its activities as a controller of personal data processes the personal data of natural persons (data subjects), pursuant to Regulation (EC) 2016/679 of the European Parliament and of the Council (hereinafter referred to as the “**GDPR**”), hereby in accordance with Article 13 of the GDPR provides the following information to data subjects.

1. INTRODUCTION

The Company is a law firm that operates the website www.bvlaw.cz. In the “Contact” tab on the website there is a contact form for visitors to the website and potential clients of the Company to contact the Company (especially in order to leave a message, ask a question, request further information about the services that the Company provides, etc.). If a visitor to the website decides to use the contact form, he/she shall provide the Company with his/her personal data.

The Company hereby informs you of the following with regard to those personal data.

(Personal data are provided and processed also if a person does not use the contact form but contacts the Company directly through the published email address or otherwise. All of the following on the processing of personal data while using the contact form therefore applies similarly to these other ways of contacting the Company.)

2. HOW DO WE PROCESS PERSONAL DATA?

The Company processes your following personal data:

- name and surname, email address, phone number,
- also any other personal data depending on what information you give on the contact form.

3. FOR WHAT PURPOSES DO WE PROCESS PERSONAL DATA AND WHAT IS THE LEGAL BASIS FOR PROCESSING?

The Company processes and stores your personal data in connection with the use of the contact form by a visitor to the Company’s website (the Company’s potential client) related activities for the following purposes and under the conditions and within the limits set by applicable legislation, in particular in accordance with the following GDPR provisions:

a) Taking steps before entering into the contract, or processing for the purposes of the Company’s legitimate interests

If a visitor to the website uses the contact form as he/she is interested in the Company’s services, the Company shall process the personal data in order to take steps prior to entering into a contract with the interested party, especially in order to give the necessary information

and instructions before the actual conclusion of the contract and ensure all activities that precede the conclusion of the contract, on the basis of Article 6 (1b) of the GDPR.

If the contact form is used to request an answer to just a more general question (i.e. a question or message that is not sent by the questioner primarily for the purpose of providing a service/entering into a Contract), it is the Company's legitimate interest to answer such questions and to communicate with such a visitor to the website, especially in a situation where it was the visitor him/herself who initiated this contact. For this activity, it is necessary to process the personal data of these visitors, on the basis of Article 6 (1f) of the GDPR.

The Company processes and stores all the aforementioned data also on the basis of its legitimate interest in order to protect its rights, especially in defence against your legal claims against the Company, or for the Company's potential legal claims against you, on the basis of Article 6 (1f) of the GDPR.

4. DURATION OF PERSONAL DATA PROCESSING

The personal data processed for the purpose specified in paragraph 3 of this document shall be processed for the entire duration of the communication between the Company and the website visitor who initiated this communication, and also for 6 months from the date of the last such contact between the Company and the website visitor.

If, following the communication, a service is subsequently provided/a contract is subsequently entered into, the Company shall process your personal data as the personal data of its client. Information on the scope, purpose, grounds and duration of this data processing (and on other compulsorily communicated information) shall be given in a separate document – for more details see [Information for Clients](#) .

As soon as the purpose of the processing ceases or the Company no longer has any legal reason to process the personal data, the Company shall erase them.

5. FURTHER INFORMATION ON THE PROCESSING OF PERSONAL DATA (RECIPIENTS OF PERSONAL DATA)

The Company may also pass on your personal data to other entities:

- collaborating lawyers and external suppliers of services, for example accounting, tax, and other consulting services, as well as IT services and services related to network and database management, etc.,
- entities to which the Company is required to provide data on the basis of legal regulations (public authorities, Czech Bar Association bodies, etc.).

6. YOUR RIGHTS IN CONNECTION WITH THE PROCESSING OF PERSONAL DATA

You have in particular the following rights in connection with the processing of personal data:

- a) The right to obtain from the Company confirmation as to whether or not your personal data are being processed and, where that is the case, the data subject has the right to obtain access to the personal data (for more details see Article 15 of the GDPR).
- b) The right to obtain from the Company without undue delay the rectification of inaccurate personal data. Taking into account the purposes of the processing the data subject has

the right to have incomplete personal data completed, including by means of providing a supplementary statement (for more details see Article 16 of the GDPR).

- c) The right to obtain from the Company the erasure of personal data if any of the reasons specified in Article 17 of the GDPR are met, for example if the personal data are no longer needed for the purpose of the processing, the data subject has objected to the processing of the personal data and there are no overriding legitimate grounds for the processing, etc.
- d) The right to obtain from the Company the restriction of processing in cases specified in Article 18 of the GDPR, for example, if the data subject contests the accuracy of the personal data, for a period enabling the Company to verify the accuracy of the personal data, if the Company no longer needs the personal data for the purpose of the processing but the data subject requests them for the establishment, exercise or defence of legal claims, or the data subject has objected to the processing of the personal data.
- e) The right to data portability, under the conditions specified in Article 20 of the GDPR.
- f) The right to object to the processing of the personal data concerning you, under the conditions specified in Article 21 of the GDPR, i.e. in particular with regard to data that are processed on the basis of and for the purposes of the Company's legitimate interest.
- g) The right to not be subject to a decision based solely on automated processing, including profiling, within the meaning of Article 22 of the GDPR.
- h) The right to file a complaint with the relevant supervisory authority if the data subject believes that the processing of personal data is contrary to law. The relevant supervisory authority in the Czech Republic is the Office for Personal Data Protection. For more information see www.uoou.cz.

7. CONTACT DETAILS OF THE COMPANY

In all matters concerning the protection of personal data and related matters, please contact the Company in one of the following ways.

- in writing to the Company's registered address: Praha 2, Lazarská 13/8, PSČ 12000,
- by email sent to the email address: lawoffice@bvlaw.cz,
- by phone on number +420 222 513 681.