

INFORMATION ON PERSONAL DATA PROCESSING

Company GPS legal v.o.s., corporate ID no: 08333262, with registered seat at Dukelských hrdinů 567/52, 170 00 Praha 7 - Holešovice, registered in the Commercial Register of the Municipal Court in Prague, file no. A 79238 (“**Law Firm**”) is a personal data controller within the meaning of General Data Protection Regulation (Regulation of European Parliament and Council (EU) 2016/679 of the European Parliament and of the Council) (“**GDPR**”).

1. PERSONAL DATA PROCESSING

1.1. We process personal data if you:

- 1.1.1. communicated with us in writing or electronically (e.g. via e-mail) and provided us with personal data;
- 1.1.2. are our client - a natural person or a self-employed person;
- 1.1.3. are an employee or other representative of our client;
- 1.1.4. attended an educational or other event organized by our Law Firm;
- 1.1.5. are a self-employed person or an employee of a legal entity with whom we have concluded a contract as a customer of services or goods;
- 1.1.6. are our employee or job applicant in our Law Firm.

2. CATEGORY OF PERSONAL DATA

We process the following categories of personal data:

- 2.1. **Identification and address data:** academic title, first name, last name, date of birth, identity card information, permanent address, delivery or other contact address, business address, corporate ID number.
- 2.2. **Electronic contact details:** telephone, mobile phone, e-mail address, data box ID.
- 2.3. **Other personal data required for performance of the contract:** bank account number, payment amounts and history of payments, or other similar data.
- 2.4. **Other personal data provided by you** in the contract or amendment or in other documents and in negotiations, including later updates.
- 2.5. **In case of processing employees and jobseekers personal data**, we process a CV and information necessary for processing payroll and tax agenda.
- 2.6. **In case of processing personal data of persons for whom we process personal data pursuant to Act No. 253/2008 Sb., On Certain Measures Against Money Laundering and Terrorist Financing (“AML Act”)**, we also process a copy of an identity card or other personal data you provide us with in accordance with the AML Act.

3. THE LEGAL BASIS AND PURPOSES OF PROCESSING

We process personal data for the following reasons:

- 3.1. **Provision of legal services and fulfillment of obligations arising from contract or other arrangements.**
 - 3.1.1. We process personal data because it is necessary to enter into and execute a contract with you and exercise the rights agreed in the contract.

3.2. Fulfillment of legal obligations.

3.2.1. Our legal obligations include, in particular, issuing, receiving and archiving tax documents, keeping employees files, payroll administration, maintaining and archiving the clients' files, including e-mail communication, contact information and records of provided services, compliance with obligations under the AML Act.

3.3. Reaching clients through direct marketing, sending invitations and requests for feedback on our events.

3.3.1. We process the personal data of clients and participants of our events as this is our legitimate interest. If you do not agree with that, please let us know as soon as possible.

3.3.2. If you participate in an event we host, we may take photographs or video of the event and post it to our website, social networks, or other marketing materials to inform you of the event. The records are not made with the intention of processing your personal data, but should you feel uncomfortable, please let us know as soon as possible.

3.4. Processing of personal data based on your consent

3.4.1. We may also process personal data if you give us explicit and free consent. You may revoke this consent at any time.

4. PROCESSORS, RECEIPIENTS AND TRANSMISSION OF PERSONAL DATA

4.1. For effective providing our services and contract performance, we have contracts with other services providers to whom we may pass on your personal data for processing. In particular, your personal data may be processed by:

4.1.1. postal service providers;

4.1.2. software and IT service providers;

4.1.3. accounting service providers;

4.1.4. other service providers that our Law Firm does not currently use.

4.2. For the purpose of recovering claims, your personal data may be passed on to an enforcement company or other attorney-at-law.

4.3. We only process your personal data in European Union countries. Outside the countries of the European Union, we may only process your personal data if this is necessary to provide legal services.

5. DURATION OF THE DATA STORAGE

5.1. We only process personal data for the time necessary to fulfill the purpose of processing, or for the period of time required by law. The storage period varies depending on the legal basis of the processing of personal data:

5.1.1. If the legal basis for the processing of personal data is the fulfillment of contractual obligations, in the case of providing legal services we process personal data for the duration of the contractual relationship and for a maximum period of 10 years from the termination of the contractual relationship; in other cases, we process personal data for as long as we are required by law.

5.1.2. If the legal basis for the processing of personal data is the fulfillment of our legal obligations, we process the personal data for as long as we are required by law.

5.1.3. If the legal basis for the processing of personal data is our legitimate interest, we process the personal data for the duration of the legitimate interest or until you inform us that you do not wish us to further process the personal data.

5.1.4. If the legal title for the processing of personal data is your consent, we process personal data for as long as you have given us your consent.

6. YOUR RIGHTS

6.1. You have the following rights in relation to personal data:

- 6.1.1. Right of access to personal data - you can contact us at any time to ask if we are processing your personal data and if so, request further information about this processing.
- 6.1.2. Right to correct or adjust personal data - if there is a change in your personal data or if you feel that the data we process is incorrect, please contact us.
- 6.1.3. Right to request processing restrictions - in the cases referred to in Article 18 of the GDPR, you have the right to request processing restrictions on your personal data.
- 6.1.4. Right to delete personal data - in the cases referred to in Article 17 of the GDPR, you have the right to require us to delete personal data concerning you without undue delay.
- 6.1.5. Right to request the transfer of data - under the conditions set out in Article 20 of the GDPR, you have the right to ask us to transfer your personal data to a third party.
- 6.1.6. Right to object - if we process your personal data based on our legitimate interest, you have the right to object to such processing at any time.
- 6.1.7. Right to file a complaint - in case of doubt about compliance with our obligations related to the processing of personal data, you have the right to file a complaint with the Office for Personal Data Protection (in Czech "Úřad pro ochranu osobních údajů").

7. CONTACTS

7.1. If you want to contact us, ask us anything about personal data processing or inform us that you do not want us to process your personal data, you can use the following contact information:

GPS legal v.o.s.

Dukelských hrdinů 567/52, 170 00 Praha 7 - Holešovice

E-mail: office@gpslegal.cz

8. OTHER AND FINAL PROVISIONS

- 8.1. If you refuse to provide the personal data necessary for the aforementioned purposes, we may not be able to provide you with the appropriate services (e.g. to provide legal advice).
- 8.2. Our Law Firm does not carry out any personal data processing activities in the form of profiling.
- 8.3. We process personal data through software, which means that we process the personal data partially automatically.