AUREA | LEGAL

PRIVACY

Information on the processing of personal data

English translation for convenience; the Czech version is binding.

The purpose of this document is to provide visitors to the website and clients or prospective clients (the "clients") of the law firm Aurea Legal, s.r.o., advokátní kancelář, Company ID: 248 72 300, with its registered office at Hybernská 1033/7, Nové Město, 110 00 Prague 1 ("AUREA LEGAL"), with information in particular on which personal data AUREA LEGAL processes, how and for what purpose it handles them, and what rights the client has in relation to the personal data processed. AUREA LEGAL acts as the controller of the personal data it processes.

Processing of personal data

Processing of personal data generally means any systematic handling of personal data, in particular collecting data, recording and storing it on data carriers, adapting or altering it, retrieving, consulting, using, transmitting, disseminating or otherwise making it available, sorting or combining, blocking, restricting, erasing or destroying personal data. AUREA LEGAL is required to process its clients' personal data in order to provide its services to them. Processing clients' personal data is necessary for entering into a contractual relationship, or already for negotiating it, for performing contractual obligations, and for the unambiguous identification of the specific client.

AUREA LEGAL processes the personal data of its clients and prospective clients both manually and in an electronic information system. The personal data are thus under constant physical, technical and electronic control. AUREA LEGAL's security mechanisms are set up to ensure the highest possible protection of all data and personal data, in particular to prevent their misuse, damage, loss or destruction. Only authorised staff of AUREA LEGAL who are bound by confidentiality have access to clients' personal data. In the cases laid down by law, AUREA LEGAL will notify the client, in the manner required by law, of a personal data breach that is likely to result in a high risk to the client's rights and freedoms.

Legal basis for processing personal data

AUREA LEGAL processes its clients' personal data with their consent. Without their consent, AUREA LEGAL processes personal data only in cases laid down by law where the clients' consent is not required, or to perform obligations arising from the contractual relationship with the client, on the grounds of AUREA LEGAL's legitimate interests or for another legitimate purpose of processing.

Processing of personal data with the client's consent

Giving consent to the processing of personal data is entirely voluntary. The client may give AUREA LEGAL consent to the processing of their personal data for the purposes specified in the consent itself.

Processing of personal data without the client's consent

In providing its services, AUREA LEGAL is required (both when entering into and during the contractual relationship) to collect and process the personal data of its clients laid down by law. AUREA LEGAL is not required to obtain clients' consent to process their personal data for the purpose of providing services to them. If a client refuses to provide AUREA LEGAL with their personal data, the services of AUREA LEGAL cannot be provided to them under the requirements of the law.

AUREA LEGAL is entitled to process its clients' personal data without their consent in particular for the purposes of:

- carrying out identification and other obligations under Act No. 253/2008 Coll., on certain measures against the legitimisation of proceeds of crime, and fulfilling obligations arising from other legislation,
- performing obligations arising from the contract concluded with the client,
- the legitimate interests of AUREA LEGAL,
- protecting the rights and legally protected interests of AUREA LEGAL.

Personal data processed

AUREA LEGAL processes the following data about its clients, which serve in particular for contacting a prospective client, identifying them and further communication when entering into a contractual relationship, i.e.:

- basic identification data, in particular first name, surname, date of birth, company name, identification number,
- contact details, in particular telephone, e-mail address, postal address, residential address, registered office address.

For the purposes of providing its services, AUREA LEGAL also stores and processes further data to the extent necessary for providing the services, performing the contract and fulfilling its legal obligations. The above personal data of clients are used for the purposes stated above or for the purposes covered by the consent given by the client.

Sources of personal data

AUREA LEGAL processes only the personal data that clients provide to it themselves, via the web form, during negotiations on entering into a contractual relationship and in the course of that relationship.

Retention periods

AUREA LEGAL will process the client's personal data for as long as it provides services and performs the contract. After that, AUREA LEGAL is required to keep the personal data of clients or prospective clients for the period laid down by law. Where processing is based on consent, AUREA LEGAL will process the data for as long as the client's consent to the processing of their personal data lasts. Once the periods for processing personal data have expired, all personal data of clients or prospective clients are deleted from AUREA LEGAL's systems.

Disclosure

Clients' personal data may be disclosed to third parties without their consent in particular:

- in fulfilling obligations laid down by law,
- to other persons for the purpose of protecting the rights and legally protected interests of AUREA LEGAL,
- to persons engaged by AUREA LEGAL to perform its contractual and legal obligations,
- with the client's consent or on the client's instruction, also to other entities.

Cookies

AUREA LEGAL processes information about users of this website only where the user chooses to provide it themselves, for example by filling in a form at www.aurealegal.cz. This information is treated confidentially and AUREA LEGAL uses it only in accordance with the conditions set out in this information on the processing of personal data. The AUREA LEGAL website does not use cookies or any other tools for tracking or analysing traffic, and therefore collects no data about users automatically.

Client's rights in connection with the processing of personal data

Right of access

The client is entitled to request information on whether and what personal data AUREA LEGAL processes about them, and access to such personal data, to the extent laid down by law. AUREA LEGAL will provide the client with the necessary cooperation without undue delay after the request is made.

Right to rectification

The client is further entitled to request an explanation from AUREA LEGAL if they believe that AUREA LEGAL, or a processor, is processing, for example, inaccurate personal data about them. In this connection the client is further entitled to request the rectification or completion of their personal data.

Right to data portability

The client has the right to obtain from AUREA LEGAL the personal data concerning them in a structured, commonly used and machine-readable format, and the right to transmit those data to another controller (or to request that AUREA LEGAL transmit them directly to another controller, where technically feasible), where the processing of their personal data is based on the client's consent or on a contractual relationship with AUREA LEGAL, or where the processing is carried out by automated means.

Right to object

The client is entitled to object to the processing of their personal data. Following an objection, AUREA LEGAL undertakes to inform the client of the grounds that entitle it to process their personal data. If the client objects to the processing of their personal data for direct marketing purposes, their personal data will no longer be processed for those purposes.

Right to restriction of processing

The client is entitled to request that AUREA LEGAL restrict the processing of their personal data if the client contests the accuracy of the personal data, if the processing is unlawful and the client opposes the erasure of the personal data, if AUREA LEGAL no longer needs the client's personal data for the purposes of processing but the client requires them for the establishment, exercise or defence of legal claims, or if the client has objected to the processing of their personal data. The restriction of processing will last for the period laid down by law. AUREA LEGAL will inform the client in advance that the restriction of processing is to be lifted.

Withdrawal of consent to the processing of personal data

The client is entitled to withdraw their consent to the processing of personal data at any time. Following the withdrawal of consent, AUREA LEGAL will stop processing the client's personal data for the purposes for which consent was previously given. AUREA LEGAL is, however, required to continue processing clients' personal data in order to fulfil obligations imposed by law, such as Act No. 253/2008 Coll., on certain measures against the legitimisation of proceeds of crime and financing of terrorism, Act No. 563/1991 Coll., on accounting, etc., in order to fulfil obligations within the contractual relationship with the client, and for the establishment, exercise or defence of any legal claims. Clients' personal data will continue to be processed only for the above reasons and for the period laid down by law. Withdrawal of consent does not affect the lawfulness of processing carried out before the previously given consent was withdrawn.

Except in cases laid down by law where the processing of personal data does not require the client's consent (see in particular Article 6 of the General Data Protection Regulation (GDPR) and Act No. 110/2019 Coll., on the processing of personal data), AUREA LEGAL processes clients' personal data exclusively with their voluntary consent.

After all contractual relationships with AUREA LEGAL have ended, the client is entitled to withdraw their consent to the processing of their personal data and birth number for those purposes that do not arise from legislation. If the client withdraws consent to the processing of their personal data, AUREA LEGAL will continue to keep only those personal data of the client that are necessary for fulfilling its obligations arising from legislation.

Right to erasure

The client is entitled to request the destruction of their personal data if they believe that AUREA LEGAL is processing their personal data in breach of the protection of their private life or in breach of the law. The client is further entitled to ask AUREA LEGAL to erase their personal data if they are no longer necessary for the purposes for which they were processed, where they have been processed unlawfully, where the client withdraws previously given consent and there is no other legal ground for the processing, and where the client objects to the processing of their personal data and there are no overriding legitimate grounds for the processing.

Exercising the client's rights

The client may exercise their rights by contacting AUREA LEGAL by e-mail at katerina.surkova@aurealegal.cz or by letter addressed to the registered office of AUREA LEGAL. AUREA LEGAL will inform the client of how their request has been handled without undue delay, except where this proves impossible or would involve disproportionate effort. Where a client's requests are manifestly unfounded or excessive, in particular because of their repetitive character, AUREA LEGAL may charge the client a fee reflecting the administrative costs of providing the information or communication or taking the action requested, or may refuse to act on the request. The client may also lodge a complaint with the supervisory authority, the Office for Personal Data Protection, Pplk. Sochora 27, 170 00 Prague 7, www.uoou.cz. Information on the processing of personal data is available to clients on the AUREA LEGAL website www.aurealegal.cz.