

## Information on the Processing of Personal Data

### DATA CONTROLLER

The controller of personal data is myself: Mgr. Matúš Švanda, Attorney-at-Law, ID No.: 01659367, with my registered office at Dominikánské náměstí 656/2, 602 00 Brno.

You may contact me regarding the processing of personal data via any of the communication channels, in particular:

- By e-mail: [svanda@svanda.legal](mailto:svanda@svanda.legal)
- By phone: +420 776 805 462
- By post: Dominikánské náměstí 656/2, 602 00 Brno, Czech republic

### WHEN I PROCESS YOUR PERSONAL DATA

I process your personal data if:

- I provide legal services to you;
- You participate in legal services provided by me in another capacity (e.g., as a participant in court proceedings, an employee or associate of a client, a contractual partner of a client, or a party to a dispute);
- You are a visitor to my website [www.svanda.legal](http://www.svanda.legal) (hereinafter referred to as the "**Website**");
- You communicate with me (in particular by e-mail or via the contact form on the Website).

### WHICH PERSONAL DATA I PROCESS

Depending on the specific situation, I may process the following personal data:

- Identification data (in particular your name, surname, date of birth, ID No.);
- Contact details (in particular your address of residence, telephone number, e-mail address);
- Financial data (in particular your bank account number);
- Personal data contained in documents that you provide to me;
- Information regarding the contract for the provision of legal services;

- f) Information about your behavior on my Website (in particular information about your device and its IP address, device location, frequency and duration of visits to the Website, information on how you accessed the Website, etc.).

## **DETAILED INFORMATION ON INDIVIDUAL PROCESSING CASES**

### Provision of legal services

I process personal data in connection with the provision of legal services, in particular:

- Personal data of the client;
- Personal data of the client's employees and statutory bodies;
- Personal data of the client's contractual partners and counter-parties in disputes.

This involves mainly identification data, but also any other data I come into contact with while providing legal services.

In the case of the client's personal data, such processing is **necessary for the performance and conclusion of the contract**. I process the personal data of persons who are not my clients based on a **legitimate interest in providing legal services to the client**.

Given that I have obligations regarding tax records and the maintenance of client files, some personal data is also processed for the purpose of **compliance with legal obligations imposed on me by legal regulations**.

### Website visit

I may use so-called cookies on the Website, particularly for the purpose of adapting the Website to your visit, as well as for gathering information about traffic on the Website and specific sub-pages.

I may also use analytical tools on the Website, specifically Google Analytics. These tools are used to track advanced information about Website traffic and collect information such as the visitor's operating system, IP address, or information on how the visitor accessed the Website. Further information on the processing of personal data in connection with Google Analytics can be found at <https://policies.google.com/>

### Message via contact form on the Website or by e-mail

If you send me a message via the contact form on the Website or by e-mail, I process the personal data provided by you, i.e., in particular your name, surname, and e-mail address. In the case of a message via the contact form, processing takes place based on your consent, which you grant by checking the relevant box. In the case of a message sent

by e-mail, processing takes place based on my legitimate interest in responding to your message. I process the data for the purpose of responding to your message.

## **WHO MAY HAVE ACCESS TO YOUR PERSONAL DATA**

The following may have access to your personal data:

- a) The person ensuring the operation of my Website (currently LANGTAIL.COM s.r.o., ID No.: 198 68 987, with its registered office at Záhřebská 562/41, Vinohrady, 120 00 Prague 2);
- b) The person providing me with legal software (currently AVE Soft s.r.o., ID No.: 253 78 392, with its registered office at Dostálova 882/63, Heřmanice, 713 00 Ostrava);
- c) The person providing me with invoicing software (currently Seyfor, a. s., ID No.: 015 72 377, with its registered office at Drobného 555/49, Ponava, 602 00 Brno);
- d) The Czech Bar Association.

## **YOUR RIGHTS REGARDING PERSONAL DATA**

In connection with the processing of personal data, you have the right:

- a) Of access to personal data;
- b) To rectification of inaccurate personal data and completion of incomplete personal data;
- c) To erasure of personal data if the personal data are no longer necessary for the purposes for which they were collected or otherwise processed, or if it is found that they were processed unlawfully;
- d) To withdraw consent to the processing of personal data;
- e) To restriction of processing of personal data;
- f) To data portability;
- g) To object to the processing of your personal data;

You may exercise your rights listed above, for example, by sending a message to the e-mail address [svanda@svanda.legal](mailto:svanda@svanda.legal) or by a postal letter sent to the address Mgr. Matůš Švanda, advokát, Dominikánské náměstí 656/2, 602 00 Brno.

Detailed information on individual rights:

### **A) Right of access to personal data**

You have the right to be informed whether and what personal data of yours I process. If I process your personal data, you have the right to obtain access to such data.

**B) Right to rectification of inaccurate and completion of incomplete personal data**

In the event that I process your data inaccurately or incompletely, you have the right to request rectification and/or completion.

**C) Right to erasure of personal data if the personal data are no longer necessary for the purposes for which they were collected or otherwise processed, or if it is found that they were processed unlawfully**

If you ask me to erase your personal data, I will erase it if any of the following reasons apply:

- I no longer need the personal data for the purposes for which I collected or otherwise processed them;
- I process the personal data unlawfully;
- You have withdrawn your consent to the processing of personal data and I have no other authorization to process the data;
- You object to the processing and there are no overriding legitimate grounds for processing your personal data;
- The legal obligation to process the data has ceased to exist.

**D) Right to withdraw consent to the processing of personal data**

If I process your personal data based on granted consent (especially if you sent me a message via the Contact Form on the Website), you have the right to withdraw this consent.

**E) Right to restriction of processing of personal data**

You have the right to ask me to restrict the processing of personal data, especially if, in your opinion, the processed personal data is incorrect. In such a case, processing will be restricted for the time necessary to verify the accuracy of the data and rectify it.

**F) Right to data portability**

You have the right to ask me to provide the processed personal data to you, or to a subject designated by you, in a structured, commonly used, and machine-readable format.

**G) Right to object to the processing of your personal data**

You have the right to object to the processing of personal data that I perform based on a legitimate interest. I will then assess whether the legitimate interest exists or

whether your right not to have your personal data processed for the protection of your rights and freedoms prevails. In the event of a justified objection, I will terminate the processing of your personal data.

**H) Right to lodge a complaint with the Office for Personal Data Protection**

You may turn with a complaint to:

The Office for Personal Data Protection (Úřad pro ochranu osobních údajů), Pplk. Sochora 27, 170 00 Prague 7, website: [www.uoou.cz](http://www.uoou.cz)