

CLIENTS

1. Purpose of personal data processing:

The processing of personal data of the Controller's clients is carried out for the purpose of keeping client records for business purposes, specifically for the purposes of recording and processing business cases, contracts and related information.

2. Legality of personal data processing:

Personal data are processed pursuant to point (f) of Article 6 (1) of regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

3. Legal obligation of personal data processing:

The processing of personal data on the basis of a special legal regulation is not carried out.

4. List of personal data:

Personal data are processed in the following extent: company name, name and surname of the client/contact person, email address, invoicing email, state, number of employees, name of the assigned lawyer.

5. Data subjects:

Clients of the operator and assigned lawyers/employees of the controller.

6. The period for which the personal data will be stored:

The personal data shall be kept for the duration of the contractual relationship. Data necessary for the accounting agenda shall be archived for 10 years.

7. Legitimate interests of the controller:

Personal data is processed on the basis of the legitimate interest of the controller for the purpose of streamlining communication with the client and facilitating access to the client's data, which is necessary for the processing of business cases, contracts and related information.

8. Transfer of personal data of data subjects to third countries:

Personal data are not being transferred to a third country.

9. Technical and organizational security measures:

Organizational and technical measures for the protection of personal data are processed in the internal regulations of the controller. Security measures are implemented in the areas of physical and object security, information security, cipher information protection, personal,

administrative security and sensitive information protection, with precisely defined competences and responsibilities set out in the security policy.

10. Categories of personal data:

General category of personal data.

11. Disclosure of personal data:

Personal data are not being disclosed.

12. Automated individual decision-making, including profiling:

Automated individual decision-making, including profiling is not being carried out.

13. Other authorised bodies:

Other authorised body	Legal basis	The scope of personal data provided:
Public authorities	However, public authorities which may receive personal data in the context of a specific survey in accordance with Union or Member State law shall not be regarded as recipients; the processing of those data by those public authorities shall be carried out in accordance with the applicable data protection rules, depending on the purposes of the processing;	Personal data to the extent requested by an authorised body (e.g., police in the context of an investigation of offences or criminal offences)

14. Rights of data subjects:

The data subject has the right to request from the controller access to the personal data processed about him/her, the right to rectification of personal data, the right to erasure or restriction of processing of personal data, the right to object to the processing of personal data, the right to portability of personal data, as well as the right to lodge a complaint/complaint with a supervisory authority. Where the controller processes personal data on the basis of the data subject's consent, the data subject shall have the right to withdraw his or her consent to the processing of personal data at any time. The withdrawal of consent shall not affect the lawfulness of the processing of personal data based on consent prior to its withdrawal. The data subject may submit their comments and requests concerning the processing of personal data to the controller in writing or by electronic means.