

INFORMATION ON THE PROCESSING OF PERSONAL DATA

(the “**Information**”) pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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) (the “**Regulation**”).

1 INTRODUCTORY PROVISIONS

- 1.1 Respecting privacy and data protection, we proceed in the processing of personal data of our clients in accordance with the applicable legislation, in particular the Regulation, the applicable provisions of Act No. 18/2018 Coll. on the Protection of Personal Data and on Amendment and Additions to Certain Acts, as amended, Act No. 586/2003 Coll. on Advocacy and on Amendment and Additions to Act No. 455/1991 Coll. on Trade Business (Trade Licensing Act), as amended (the “**Advocacy Act**”), as well as other applicable legislation.
- 1.2 In particular, the purpose of this Information is to provide information on what personal data we process, the reasons for processing personal data, the rights of data subjects in connection with the processing of their personal data, as well as other information relating to the processing of personal data.
- 1.3 For the purpose of this Information, personal data means data with which we may come into contact that identifies or enables the identification of a specific natural person within the meaning of the Regulation.

2 PERSONAL DATA CONTROLLER

- 2.1 The controller of personal data, i.e. the entity to which personal data may be provided and which determines the purpose and means of processing personal data, is the law firm KILIAN LEGAL s. r. o., with a registered seat at Hrudky 1401/46A, Chorvátsky Grob, Slovak Republic, registered with the Commercial Registry of the City Court Bratislava III, section: Sro, insert No.: 154082/B, ID No.: 53 957 008, Tax Reg. No.: 2121533557, VAT Reg. No.: SK2121533557 (the “**Controller**”).
- 2.2 Contact Details of the Controller:

E-mail: info@kilian.legal

Registered seat: Hrudky 1401/46A, Chorvátsky Grob, Slovak Republic

Office (correspondence address): Mostová 4, 811 02 Bratislava, Slovak Republic

3 PURPOSE OF PROCESSING PERSONAL DATA AND LEGAL BASIS FOR PROCESSING PERSONAL DATA

- 3.1 The Controller processes personal data within the information system “CLIENTS OF THE LAW OFFICE” for the following purposes:
 - 3.1.1 Performance of rights and obligations under contracts for the provision of legal services - provision of legal services (in accordance with the Slovak Bar Association regulations).

The Controller processes personal data in order to exercise the profession of attorney in accordance with the Advocacy Act, according to which “[a]ttorney shall process personal

data of clients and other natural persons to the extent necessary for the purpose of the practice of advocacy in accordance with this Act and with a special regulation."

Legal basis for the processing of personal data: contract for the provision of legal services (i.e. performance of a legal obligation pursuant to Art. 6(1)(c) of the Regulation or performance of a contract pursuant to Art. 6(1)(b) of the Regulation).

3.1.2 Asserting and defending the Controller's legal claims.

Legal basis for the processing of personal data: the legitimate interest of the Controller pursuant to Art. 6(1)(f) of the Regulation.

Legitimate interest in the performance of the Controller's activities - proving, exercising, and defending legal claims of clients (in the context of the provision of legal services) or of the Controller.

3.1.3 Presentation of the Controller as a law firm (information about the Controller's activities through social networks and website).

Legal basis for the processing of personal data: the legitimate interest of the Controller pursuant to Art. 6(1)(f) of the Regulation: the presentation of the activities and content of the services provided in the online environment or the consent of the data subject pursuant to Art. 6(1)(a) of the Regulation.

Legitimate interest in the performance of the activities of the Controller: informing about the activities of the Controller and its key focus as a law firm in the online environment (by publishing content on social networks (Facebook, Google, LinkedIn, Instagram), as well as profiling the Controller as a law firm.

3.1.4 Direct marketing (sending marketing communications, informing clients about legal news, the Controller's services, etc.).

Legal basis for the processing of personal data: consent of the data subject pursuant to Art. 6(1)(a) of the Regulation or legitimate interest of the Controller pursuant to Art. 6(1)(f) of the Regulation.

Legitimate interest of the Controller (in cases where the prior consent of the addressee is not required): Recital 47 of the Regulation (in particular when sending marketing communications in the form of a so-called newsletter).

3.1.5 Accounting and tax purposes, payroll, and HR.

Legal basis for the processing of personal data: fulfilment of a legal obligation pursuant to Art. 6(1)(c) of the Regulation or the performance of a contract pursuant to Art. 6(1)(b) of the Regulation.

3.1.6 Statistical purposes.

Legal basis for processing personal data: any of the legal bases of the purposes listed above (compatible purposes) within the meaning of Art. 89 of the Regulation.

4 PERSONS ABOUT WHOM THE CONTROLLER PROCESSES PERSONAL DATA

4.1 The Controller processes personal data about clients, their representatives, and other natural persons (e.g. parties to legal transactions, parties to legal proceedings, etc.).

- 4.2 In the course of its business, the Controller comes into contact with and accordingly ensures the protection of personal data relating to its existing or potential clients and suppliers/service/activity providers, their representatives, and employees, as well as its existing or potential employees and collaborating persons.

5 TYPE OF PERSONAL DATA PROCESSED

- 5.1 The Controller processes personal data necessary for the proper provision of legal services in accordance with the Advocacy Act and other statutory regulations of the Slovak Bar Association, as well as the protection of its legitimate interests.

- 5.2 In particular, the following categories of personal data are part of the personal data processed by the Controller to the extent necessary to achieve the purpose of the processing:

5.2.1 identification data: title, first name, surname, maiden name, date of birth, place of birth, birth registration number, address of permanent or temporary residence, photocopy of ID card, nationality, signature, identification data of a natural person entrepreneur - business name, place of business, ID registration number, number of registration in the trade registry;

5.2.2 contact details: telephone number, mobile number, email, IBAN;

5.2.3 personal data necessary for the assessment of potential conflicts of interest, the Know-Your-Client procedure, and the process necessary for the purposes of protection against money laundering.

- 5.3 The Controller obtains personal data of clients by voluntarily providing them or, if it is necessary for the purpose of the practice of advocacy pursuant to the Advocacy Act and other professional regulations of the Slovak Bar Association, also from publicly available sources, from public authorities or from other persons.

6 SUBJECTS THAT MAY HAVE ACCESS TO PERSONAL DATA

- 6.1 The disclosure of personal data of clients and other natural persons may only be made to the extent necessary, in particular to employees of the Controller or persons who are authorised to perform individual acts of legal services on the basis of a contractual relationship with the Controller, representing or cooperating attorneys, as well as in relation to external entities providing agreed services for the Controller (tax and accounting advisors, IT service providers for the Controller, providers of postal and marketing services for the Controller, the Slovak Bar Association and employees of these entities/persons). The aforementioned disclosures are made while maintaining the confidentiality of the recipient of the data in accordance with the regulations of the Slovak Bar Association.

7 RETENTION PERIOD OF PERSONAL DATA

- 7.1 The Controller follows the recommended retention periods of personal data according to the Resolution of the Presidium of the Slovak Bar Association No. 29/11/2011, available on the website of the Slovak Bar Association.
- 7.2 The Controller is also entitled to process the personal data of the data subjects during the duration and performance of the rights and obligations arising from the contracts for the provision of legal services until the settlement of all obligations arising from the contracts for the provision of legal services (or the termination of the claim in question by limitation / lapse of time).

- 7.3 The Controller processes certain personal data for the period strictly necessary for the performance of its legal obligations, including archiving obligations, but for no longer than 10 years, unless a longer period is required by applicable law.
- 7.4 Personal data of data subjects for marketing purposes shall be processed only for the necessary period of time, at the latest until the data subject unsubscribes from the Controller's information materials or withdraws consent, unless longer retention is required by law or there is no other legal basis for such retention.
- 7.5 Electronic versions of documents containing personal data remain stored on servers located in the territory of the Slovak Republic.

8 USE OF COOKIES ON THE WEBSITE OF THE CONTROLLER

- 8.1 The Controller's website uses small text/data files - "*cookies*" in order to improve its functions, user comfort and correct use, through which the visitor of the Controller's website can be identified in order to simplify and make the use of the visited website more comfortable.
- 8.2 The purpose of *cookies* is to improve the functionality of the Controller's website by providing information about the user behaviour and preferences of its visitors.
- 8.3 In particular, the Controller's website may use (a) essential *cookies* for the proper functioning of the Controller's website, and (b) analytical *cookies* in order to understand how visitors use the Controller's website (to analyse traffic) and thus enable the improvement of its functions.
- 8.4 Some *cookies* on the Controller's website may be provided by third parties, such as analytics service providers. These *cookies* are outside the control of the Controller.
- 8.5 The default settings for *cookies* (including the option to prevent the storage of these files on your device) can be adjusted by the visitor of the Controller's website in their internet browser.
- 8.6 If *cookies* are removed or deactivated / blocked, this may lead to a reduction in the full use of the Controller's website (some functions may not function as intended). The setting of the visitor's browser on the Controller's website is considered as the visitor's consent to the use of *cookies* on the Controller's website within the meaning of Section 55(5) of Act No. 351/2011 Coll. on Electronic Communications, as amended.

9 RIGHTS OF THE DATA SUBJECT IN RELATION TO THE PROCESSING OF PERSONAL DATA

- 9.1 In accordance with Art. 12 to 22 of the Regulation, the data subjects have the following rights against the Controller, insofar as this does not contradict generally applicable law and the performance of concluded contracts:
 - 9.1.1 right to request access to their personal data,
 - 9.1.2 the right to rectification of personal data,
 - 9.1.3 the right to restrict the processing of personal data,
 - 9.1.4 the right to erasure of personal data,
 - 9.1.5 the right to transfer of their personal data,
 - 9.1.6 the right to object to the processing of personal data,

Company's address:

KILIAN LEGAL s. r. o., law office
Workplace Mostová 4, 811 02 Bratislava

Contact details:

info@kilian.legal
+421 904 231 897



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- 9.1.7 the right to lodge a complaint with the supervisory authority (Office for Personal Data Protection of the Slovak Republic),
 - 9.1.8 the right to object to automated individual decision-making pursuant to Art. 22 of the Regulation.
 - 9.2 The right to request access to personal data under Art. 15 of the Regulation includes the right to confirm whether the Controller processes personal data about the data subject, the right to obtain access to that data and the right to obtain a copy of the personal data, which the Controller processes about the data subject, where technically feasible.
 - 9.3 The right of access, information and transferability within the meaning of Art. 15 and 20 of the Regulation may not be provided to persons other than the Controller's clients due to the Controller's statutory duty of confidentiality and with reference to Section 18(8) of the Advocacy Act, according to which *"An attorney shall not be obliged to provide information on the processing of personal data, to allow access to, or to allow the transferability of, personal data in accordance with a special regulation, if doing so could lead to a breach of the attorney's duty of confidentiality under this Act."*
 - 9.4 The aforementioned rights may be exercised by the entitled person by post at the Controller's workplace or by email to: *info@kilian.legal*.
 - 9.5 In the event of unreasonable, manifestly unfounded, or repetitive requests, the controller shall be entitled to charge an administrative fee for the processing of the request in question.

This Information may be updated periodically. Changes to the Information will be posted on the Controller's website.

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This Information shall take effect from 31 January 2024.