

Personal data protection

JUDr. Ing. Hana Skalická, Ph.D., BA, lawyer, based at Pod Oborou 907, 293 06 Kosmonosy (“Lawyer”), respects personal privacy and the protection of personal data. She therefore informs individuals who are clients of the Lawyer, suppliers of the Lawyer or visitors to the Lawyer’s website, as well as third parties as data subjects, that during the performance of her activities in relation to the fulfilment of a contract for the provision of legal services, she processes personal data. If data subjects have any questions concerning the collection, processing and protection of their personal data, they may contact the Lawyer by calling +420 724 856 033, sending an email to: Hana.Skalicka@hanaskalicka.com or writing to the Lawyer’s address.

As the controller of personal data provided to her on the basis of a contract for the provision of legal services the Lawyer undertakes to process such personal data for the fulfilment of the contract for the provision of legal services according to the contract concluded with the client pursuant to the relevant legislation, particularly Act No. 85/1996 Coll. (Act on the Legal Profession) and 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.

Recipients of personal data may be public authorities (e.g. courts, administrative bodies), information system maintenance providers or other recipients, depending on the needs and instructions of the client.

Personal data will be processed for the duration of the aforementioned contract for the provision of legal services and after the expiry of that contract will be treated in the manner specified by the relevant legislation, particularly Act No. 85/1996 Coll. (Act on the Legal Profession), Act No. 499/2004 Coll. (Act on Archiving and the Filing Service and on the amendment to certain laws) and 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).

Rights of the client

The right to access personal data means that the client has the right to obtain information from the controller – Lawyer about whether the client’s personal data are processed and, if so, what data are processed and how. The client also has the **right to ensure that the controller – Lawyer corrects imprecise personal data** about the client without undue delay. **The client has the right to supplement incomplete personal data at any time.**

The right to delete personal data means the obligation of the controller – Lawyer to delete personal data processed about the client, assuming that certain conditions are fulfilled and the client requests that such data be deleted.

In certain cases the client has **the right to request that the controller – Lawyer restrict the processing** of the client’s personal data. The client has the **right to file an objection** at any time against the processing of data based on the legitimate interests of the controller – Lawyer or a third party or processing essential for the performance of a task in the public interest or during the exercise of public authority.

The right to the portability of data gives the client the option to obtain personal data provided to the controller, in a common and machine-readable format. Such data may then be transferred to another controller, or, if technically feasible, the client may request that controllers transfer such data amongst themselves.

The right to revoke consent to the processing of personal data at any time does not apply if the client's personal data are processed for the purpose of the fulfilment of a contract concluded with the client, not on the basis of consent to the processing of data.

If the client is in any way dissatisfied with the way in which the client's personal data are processed by the controller – Lawyer, it may file a complaint directly with the controller – Lawyer, or may **contact the Office for Personal Data Protection.**

For more information about the client's rights, see the Office for Personal Data Protection website. (<https://www.uoou.cz/6-prava-subjektu-udaj/d-27276>)

REQUEST OF DATA SUBJECT

Send your request by email to: Hana.Skalicka@hanaskalicka.com

or by post addressed to:

*JUDr. Ing. Hana Skalická, Ph.D., BA, lawyer
Pod Oborou 907
293 06 Kosmonosy*

Identification of Data Subject

Full name: _____

Date of birth: _____

Address: _____

Other identification details (email, telephone number,...): _____

Subject of request – What right to I want to exercise

Right to access

I just need to know the types of personal data you process about me (such as data necessary for the fulfilment of a contract or contracts we have concluded together, or to monitor how I use the services I have purchased, etc.); or

I want to know the details of all personal data relating to me that you process, but I do not need to receive copies of those personal data; or

I want to know the details of all personal data relating to me that you process, and further request that you send me copies of those personal data, in the following manner:

to the following email address: _____; or

to the following address: _____.

Right to correction

I would like to correct/supplement the following personal data:

The current value of personal data is: _____

Right to deletion

I would like you to cease processing the following personal data _____ and delete those data from your systems.

Right to restrict processing (describe the processing you wish to restrict, or specify the personal data to which the restriction is to apply)

I would like you to restrict the following processing _____ (description of the processing you wish to restrict) of my personal data _____ (specify the personal data to which the restriction is to apply).

Right to portability

I request the transfer of the following/all personal data about me that you process, _____, in the following format _____.

Please transfer the personal data to me at the following email address: _____

OR

Transfer the personal data directly to the following new controller:

Name of controller: _____

Address of controller: _____

Email address controller: _____

Telephone number of controller: _____

Right to file an objection against processing

I hereby file an objection against the following processing of my personal data: _____

If you request that data be deleted or processing be restricted and we deem your request to be legitimate, we will report the deletion/change/restriction of the processing of your personal data to all the recipients to whom your personal data have been disclosed, with the exception of cases where this proves impossible or would require a disproportionate effort. Are you interested in receiving information about such recipients personal data? **(YES/ NO)**

Reason for request

If you would like to exercise your right to deletion, right to restrict processing or right to file an objection, please state the reason(s) for your request. If you fail to do so, your request may be rejected.

Date, place, signature of applicant