

GDPR – processing of personal data

The Law Firm H&P-Law is the processor of your personal data. That means in particular that we collect, store, and after a certain period of time delete data relating to you, namely in the following areas of our activities:

- **within the practice of law itself**, which is the dominant area of processing your personal data if you become a client of the Law Firm. The reason for processing the client's personal data within the meaning of Article 6 of the General Data Protection Regulation (GDPR) is here primarily the necessity for the performance the agreement for provision of legal services made between the attorney at law and a client, because the legal service is by its very nature addressable, and the practice of legal profession consists primarily in dealing with the facts concerning the client and such facts being decisive for solving the case, and further also the protection of the lawyer's own interests, when keeping documentation of the legal services provided, and protecting himself against any possible claims or complaints brought against him by the client, as well as is the performance of the attorney's legal duties, such as is in particular the obligation to prevent an impending crime offence by notifying in good time the investigative, prosecuting or adjudicating authorities, and also the obligation arising from Act No. 253/2008 Sb., on selected measures against legitimisation (laundering) the proceeds of crime and financing terrorism, or from the rules for authentication of the client's signature and carrying out money escrows.

Certain rules binding the attorney at law when processing the personal data of the clients derive from the Act on the Legal Profession and from the Czech Bar Association regulations and European professional rules for legal practitioners. Among the dominant duties of an attorney at law let's mention in particular the **duty of confidentiality**, which the attorney at law owes to his client outward. Furthermore, the **prohibition to exploit for his own benefit the information** learned from the client in the course of providing legal services. And the prohibition from "on your own" **investigating or seeking information about the client and the client's case without the client's consent, and retaining the client's file for 5 years** after the case is closed. The attorney at law is obliged to disclose the contents of the client's files to the competent bodies of the Czech Bar Association on request in case of suspicion of disciplinary offence.

We adequately protect our clients' files through appropriate technical security of the email

communication and documentation. Primarily, we maintain the client's files in electronic form through a contracted personal data processor on remote servers, and partially in our local storage facilities.

You have the right primarily to have access to the data in the client's files relating to your case, to receive all the documents you have provided to us, as well as the documents that have been added to your files without your involvement, to object to the inaccuracy or outdatedness of the data, their redundancy, etc.

- **Further, we process your personal data within general communication with you**, and that even if there is no agreement for the provision of legal services made between our Law Firm and you. This includes in particular the emails you send us, or our notes that you phoned us, asked for something, you wanted us to tell someone something, etc. The length of retaining emails is regulated by the capacity of our email inboxes. We usually keep emails for several years, and important emails, related to client cases, are archived.

If you ask us to delete all tracks of communication with you, we will do that after reviewing if we have not a legitimate interest in keeping them that would outweigh your legitimate interest and your rights as the personal data subject.

- **Further, we process your personal data, if you are an opposing party, or you are otherwise involved in our client's case**. We are entitled to that by the provision of Article 6 letter c) of the GDPR, if we do so for the legitimate defence and enforcement of our client's rights. The processing of your personal data is carried out in these cases within the framework of the client's files. We will comply with your objections and wishes to the extent they are not in conflict with the legitimate interests of our client.
- **We also run our Law Firm's website, and maintain a database of persons to whom we send New Year's greetings**. However, we do not use any cookies, we do not track your behaviour on our website. In case of contact form on our website, the same will apply to the processing of your personal data as stated hereinbefore for general communication. If you do not wish to receive the New Year's greetings from us, please contact us and we will promptly delete you from our mailing list.

The competent authorities for the protection of your rights as the personal data subject are the

Office for Personal Data Protection and the Czech Bar Association.