

Conditions of privacy protection

Protection of personal data of our clients and other physical subjects is very important to us. These conditions explain, how we process your personal data, while providing legal services within our law office **Mgr. Miroslav Hanec**, based in: Hruštiny 602, 010 01 Žilina, enrolled in the registry of advocates filed by Slovak Bar Association, under the number 889, Business ID: 37 976 486 (further just "Us"). If you have any questions, you can contact us by phone on 041/76 456 10, via e-mail on advokat@hanec.sk or by post to the address of our base.

We are processing your personal data according to European Union General Data Protection Regulation ("GDPR")¹, which adjusts your rights and also the rights of aggrieved person², as by law enacted no. 586/2003 Z. z. of advocacy (§ 18) and other regulations. We follow an Ethical conduct approved by Slovak Bar Association ("**SBA**"), which closely explains processing of personal data by advocates. You can become acquainted with the Ethical conduct SBA on the website: www.sak.sk/gdpr

Why do we process your personal data?

Processing personal data is necessary for us, especially to be able to:

- provide legal services to our clients and practice work of advocacy,
- perform various legal, corporate and contract duties,
- protect legitimate interests of us, our clients and other subjects.

For what purposes and on what legal basics do we process personal data?

Purpose	Legal basis according to GDPR	Related regulations
Exercise of a profession (providing legal services)	Executing legal obligation according to the article no. 6 section no. 1 letter c) GDPR (in relation to special categories of the personal data can concern additional conditions according to article no. 9 section 2 letter f) GDPR)	Advocacy Law, Advocates Regulations, Civil and Commerce Code
Providing other than legal services	Fulfilment of the contract according to article no. 6 section no. 1 letter b) GDPR, eventually executing legal obligation according to the article no. 6 section no. 1 letter c) GDPR	Law of the Register of Public Sector Partners, e-Government law, Civil and Commerce Code, Law of the leasing non-residential premises
Assurance of the consonance with legal regulations and regulation of the Slovak Bar Association	Executing legal obligation according to the article no. 6 section no. 1 letter c) GDPR, legitimate interest of advocates or the third parties according to article no. 6 section no. 1 letter f) GDPR, public interest according to article no. 6 section no. 1 letter e) GDPR, or defending legal aspirations according to article no. 9 section no. 2 letter f) GDPR	Advocacy Law, Advocates Regulations, Law of the protection against legalisation of the incomes from the criminal activity, Law of reporting the criminal social conduct, GDPR

¹ Regulation of the EU parliament and Council (EU) 2016/679 from 27.4.2016 about a protection of the physical subjects in processing personal data and about free movement of these data, which cancels regulation 95/46/ES (general data protection regulation) (Text with the meaning for EHP).

² See article from no. 12 to no. 22 GDPR: <http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32016R0679&from=EN>

Purposes addressing a protection of legitimate interests	Legitimate interest of advocates or the third parties according to article no. 6 section no. 1 letter f) GDPR	GDPR, Civil and Commerce Code, Code of Criminal Procedure, Penal Code, Civil Procedure Code, Code of Non-Contentious Civil Procedure, Administrative Proceedings Code, Law of the malpractices
Marketing purposes	Acclaim of the aggrieved person according to article no. 6 section no. 1 letter a) GDPR, or legitimate interest of advocates or the third parties according to article no. 6 section no. 1 letter f) GDPR	Advocacy Law, Law of the electronic communications, Advertisement Law, Consumers Protection Law, Civil Code
Statistical purposes, archiving purposes in the public interest and purposes of the historical and scientific research	Article no. 89 GDPR	Law of the archives
Personalistic and wages <i>Payroll accounting</i>	Executing legal obligation according to the article no. 6 section no. 1 letter c) GDPR, legitimate interest according to article no. 6 section no. 1 letter f) GDPR, eventually fulfilment of the contract according to article no. 6 section no. 1 letter b) GDPR (in relation to special categories of the personal data can concern additional conditions according to article no. 9 section 2 letter b) GDPR)	Labour Code, Advocacy Law and other regulations
Accounting and tax purposes	Executing legal obligation according to the article no. 6 section no. 1 letter c) GDPR	Individual laws in the sphere of accounting and tax managing

To whom we access your personal data?

We make personal data of our clients and other physical subjects accessible just when it's necessary and always with a preservation of secrecy of the recipient, e.g. our employees, persons whom we mandate to execute individual acts of legal services, substituting or cooperating advocates, our accountant advisors, Slovak Bar Association (e.g. in case of disciplinary process), to software providers or to maintenance of our law office, including its employees.

While we have limited liabilities of accessing your personal data to the legal authorities³, because of the secrecy preserving, we are obligated to obstruct a commission of the

³Those, who are not considered as receivers according to article no. 4 section no. 9 GDPR

criminal offence and we are also obligated to report information to the division of the money laundering activity and terrorism financing.

To what countries do we transfer your personal data?

We are not considering an international transfer of your personal data into third world countries outside European Economic Area (EÚ, Iceland, Norway, Lichtenstein).

For how long do we keep your personal data?

We keep your personal data as far it's necessary for the data processing purposes. In case of keeping your personal data, we follow recommended periods of time according to the decree issued by the administrative committee of the Slovak Bar Association no. 29/11/2011, e.g.:

- Book of the received mail and the book of the sent mail after its filling is being preserved by the advocate for the time of 10 years, starting from the date of the last entry of receiving or sending the last consignment,
- Indenture archives an advocate for the time of 10 years, starting from the moment of its formation,
- If the advocate runs the register of the clients and the record of their files electronically, he has to execute its printed form once a year in the end of the calendar year and has to preserve this printed form in the office without any time limitations,
- Shredding period of the clients file is 10 years, starting from the day, when all the conditions for archiving the file are fulfilled.

Advocates must follow class regulations explaining duties of advocates, according to Advocacy Law there are some circumstances which extend our periods of preserving personal data, or more precisely they restrain us from destructing some document from understandable reasons, e.g.:

- Clients' file, in which are located original documents disposed to the advocate by the client cannot be destroyed,
- Protocols of the clients' files and registry of clients' files cannot be destroyed,
- Clients' file or its part, which the advocate is obligated to deliver to the state archive cannot be destroyed,
- We cannot destroy clients' file, as far as there is an active process in front of the court, executive administration, law enforcement authorities, Slovak Bar Association, which relates by its content with the content of the clients' file or which main subject was process or omission of the advocate in case of providing legal help to the client.

How do we obtain your personal data?

If you are our client, we usually obtain your personal data directly from yourself. In that case, obtaining of your personal data is voluntarily. Depending on the particular case, decision of the client not providing his personal data can influence our capability of providing quality legal counselling and in rare cases even our duty to refuse to provide legal counselling. We can also obtain personal data of our clients from publically available resources, from public authorities or other subjects.

If you are not our client, we usually obtain your personal data from our clients or other public or legal resources, e.g. requesting data from the public authorities, listing from public registers, obtaining evidence on behalf of our client etc. In that case we can obtain your personal data without a notice and against your will, on the ground of our legal authorization and our obligation to exercise advocacy according to Advocacy Law.

What are your rights as an aggrieved person?

If we are processing your personal data on the ground of your permission of personal data processing, you have the right to cancel this permission at any time.

In disregard of that, you have the right to object against personal data processing at any time, on the ground of legitimate or public behalf, just like other purposes of direct marketing including profiling.

As a client you have the right to demand access to your personal data, as well as their correction. When we process your personal data while providing legal services, you don't have the right to complain against data processing, neither as a physical subject (e.g. adverse party) according to the clause no. 22 of GDPR. If the personal data relate to the client (no matter, if the client is physical or corporate entity), other persons don't have the right to access data neither have the right to transfer them on the ground of our legal duty of preserving secrecy according to the clause no. 15 section no. 4 of GDPR, clause no. 20 section no. 4 of GDPR and § 18 section no. 8 of the Advocacy Law: "The advocate isn't obligated to provide information about personal data processing, grant access or portability of the personal data according to special regulation, if it could lead to breaking of the preserving secrecy duty of the advocate according to this law." You also have the right to officially complain to the Bureau of the Personal Data Protection or to the Slovak Bar Association, at any time.

Changes in conditions of the privacy protection

Personal data protection isn't a one-time matter for us. Information, which we are obligated to provide to you according to our personal data processing, can change or can become outdated. For that reason, we reserve the possibility to correct and change these conditions at any time and in any range. If we change these conditions in a significant way, we will inform you about this matter e.g. by general announcement on the website or directly via e-mail.