

Principles of Personal Data Processing

1. Introductory provisions:

In providing legal services, the law firm LYSINA - ROŠKO & PARTNERS s. r. o., with its registered office at Hurbanovo námestie 3, 811 06 Bratislava - Old Town, Business ID: 52 735 354, registered in the Commercial Register of the District Court Bratislava I, Section: Sro, Insert No.: 141522/B (the "**Law firm**") acts in accordance with the REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on protection of natural persons with regard to processing of personal data and free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) ("**GDPR**") and the Act No. 586/2003 Coll. on Protection of Personal Data and on amending and supplementing certain acts (the "**Personal Data Protection Act**").

The Act No. 586/2003 Coll. on Advocacy and on amending and supplementing the Act No. 455/1991 Coll. on Trade Licensing (Trade Licensing Act) as amended (the "**Advocacy Act**") and GDPR Code of Conduct further specifying processing of personal data by lawyers drawn up by the Slovak Bar Association (the "**Code of Conduct**") also applies to the Law firm as regards processing of personal data. Learn more about the SBA's Code of Conduct at www.sak.sk.

2. Security of processing

To ensure security and freedoms of natural persons in processing of personal data, the Law firm adopted appropriate technical and organizational measures aimed to satisfy the requirements under GDPR and the Personal Data Protection Act.

Should you have any questions, please, contact us via phone at +421 2 581 013 64, via e-mail at office@l-r.sk or via mail sent to the address of our registered office.

3. Principles of processing

In processing personal data, the Law firm must comply with the following principles:

- *processing personal data in a lawful manner,*
- *collection of personal data for explicitly specified purposes,*
- *data minimisation,*
- *accuracy of personal data processed,*
- *processing in a manner ensuring appropriate security of personal data, including protection against unauthorised or unlawful processing and against subsequent accidental loss, destruction of damage.*

The Law firm processes personal data from a data subject or other subject. In case the Law firm did not collect personal data from a data subject, it is not obliged to provide the data subject information on processing of personal data, to enable access or transfer of personal data, if that could result in breach of the confidentiality obligation of an attorney at law under the Advocacy Act.

In processing of personal data of clients and other natural persons to the extent necessary for the exercise of legal profession, the Law firm has the status of a controller. Substituting lawyers are in a position of

persons acting based on authorisation of the Law firm, and have, therefore, access to personal data of data subjects. They can only process personal data of data subjects upon the Law firm's instructions, except for the cases where processing activities are required under EU or Member State law.

In provision of legal services, the Law firm collaborates with several controllers that in the exercise of their activities pursuant to the respective contract process personal data on behalf of the Law firm. In the event of transfer of data subjects' personal data to third countries or an international organisation, the Law firm undertakes to respect reasonable guarantees under Article 46 and 47 of GDPR.

In the event of breach of personal data protection that is likely to result in a high risk to the rights and freedoms of natural persons, the Law firm shall notify the person concerned of the personal data protection breach without undue delay, unless either condition for the waiver of the notification obligation was met.

4. Purposes of personal data processing in the Law firm and legal grounds for the processing

The Law firm processes personal data of data subjects for the following purposes and on the following legal basis:

- *provision of legal services;*
- *provision of other than legal services;*
- *to ensure compliance with legal regulations and the SBA regulations;*
- *security and protection of the Law firm's information systems;*
- *protection of the Law firm's office premises;*
- *marketing purposes;*
- *personnel and payroll;*
- *personal data information system – Occupational Safety and Health Protection;*
- *evidence of job candidates;*
- *bodies of the company;*
- *accounting and tax purposes;*
- *mail registry;*
- *handling requests of data subjects under GDPR;*
- *archiving purposes, purposes of scientific and historical research;*
- *statistical purposes;*
- *other purpose resulting from GDPR, the Personal Data Protection Act or other generally binding legal regulations.*

5. Processed personal data

The Law firm processes such personal data that is necessary for provision of legal services, for performance of its statutory and contractual obligations, for protection of its legitimate interests as well as legitimate interests of its clients.

6. Personal data retention period

The Law firm stores personal data of data subjects for various periods, depending on the reason and purpose of the processing. In general, the Law firm processes personal data:

- for a period required by relevant generally binding legal regulations, if it processes personal data by reason of performance of its statutory duties;
- for the duration of the contractual relationship established by a contract, or for the duration of the pre-contractual relationships, if it processes personal data by reason of performance of a contract;
- for the duration of the Law firm's legitimate interest, if the processing of personal data is necessary for this purpose;
- for a period specified in a consent or until the consent is withdrawn, if it processes personal data based on consent.

When storing personal data, we follow recommended retention periods pursuant to the Resolution of the Council of the Slovak Bar Association No. 29/11/2011, e.g.:

- the incoming mail book/register and the outgoing mail book/register, after it has been filled, is kept by the lawyer for ten years from the date of receipt or sending of the last mail registered in such mail;
- the inventory list is archived by the lawyer for ten years after being drawn;
- if the lawyer keeps a list of client names and client records electronically, at the end of the calendar year, he or she will make its printed form for the calendar year and store it in the office without any time limit;
- client files shredding period is ten years and starts to run on the day when all the conditions for deposition of the file to the archive are fulfilled.

Lawyers are subject to professional regulations of the Slovak Bar Association that interpret their obligations under the Advocacy Act, according to which there are certain circumstances that extend retention periods of personal data and explicitly prevent us from shredding some documents for obvious reasons, such as:

- a client file containing original documents delivered to the lawyer by a client cannot be shredded;
- client file protocols and a list of client file names cannot be shredded;
- a client file or part thereof that the lawyer is obliged to submit to state archives cannot be shredded;
- a client file cannot be shredded if there are any proceedings in courts, with state administration bodies, law enforcement authorities, the Slovak Bar Association pending relating in terms of content to the content of the client file or whose subject-matter were lawyer's actions or omission in provision of legal aid to the client in the matter.

7. Cookies:

Information obtained by interaction with the website visitor's web browser and/or through cookies (such as IP address, operating system, time of website visit, geographic location, content displayed, previous content history, etc.) may be processed by lawyers using various analytical tools embedded into their websites.

Cookies are small text files that improve website usage, e.g. by enabling recognition of previous visitors when logging in to a user interface, remembering the user's choice when opening a new window, measuring website traffic, or evaluating website usage for improvement. Our website uses cookies to ensure correct display of the content and website operation and for the purposes of Google Analytics. You can stop the storing of these files on your device at any time in your web browser settings. Under Section 5 (5) of the Act No. 351/2011 Coll. on Electronic Communications, setting your browser is considered your consent to the use of cookies on our site.

8. Rights of data subjects

If a data subject wishes to exercise either of his or her rights, he or she can do so:

- via electronic mail sent to: office@l-r.sk
- by mail by sending a written request to the Law firm's address – LYSINA – ROŠKO & PARTNERS s. r. o. with its registered office at Hurbanovo námestie 3, 811 06 Bratislava – Old Town, Slovak Republic.

In accordance with GDPR, the Personal Data Protection Act and the Advocacy Act, a data subject has a right of access to personal data relating to the data subject. The data subject also has the right to have his or her inaccurate personal data rectified, to have the personal data erased or to have access to the personal data restricted, as well as the right to object against processing of the personal data and to the personal data portability. The data subject also has the right to withdraw his or her consent regarding processing of personal data, as well as the right to file a complaint with the supervisory authority.

Rights of data subjects:

- right to access (Article 15 of GDPR) – the data subject has the right to obtain from the Law firm a confirmation as to whether his or her personal data are being processed, and, where that is the case, to gain access to these personal data.
- right to rectification (Article 16 of GDPR) – the data subject has the right to have the incomplete personal data completed and the inaccurate personal data rectified. In good faith, the Law firm relies on the personal data provided by the clients to be true, up-to-date, complete and accurate, until the client informs about a change.
- right to erasure (Article 17 of GDPR) – if either of reasons specified in Article 17 of GDPR is met and, at the same time, there is no reason to refuse the request. Reason for erasure might be, for example, if the data subject withdraws consent on which the processing is based, if personal data are no longer necessary for the purposes they were obtained or otherwise processed for, or if the data subject objects to the personal data processing.
- right to restriction of processing (Article 18 of GDPR) – if any of the events specified in Article 18 of GDPR occurs. For example, processing of personal data shall be restricted if accuracy thereof is contested by the data subject (for a period enabling the Law firm to verify the accuracy of the personal data), or if the processing is unlawful and the data subject opposes the erasure of the personal data and requests restriction of their use instead.
- right to data portability (Article 20 of GDPR) – the right to receive personal data in a structured, commonly used and machine-readable format and the right to transmit these data to another controller.
- right to object and automated individual decision-making (Article 21 and 22 of GDPR) – the data subject has the right not to be subject to a decision of the Law firm based solely on automated processing, including profiling, and which has legal effects concerning or similarly significantly affecting the data subject. Currently, the Law firm does not perform automated decision-making including profiling.
- right to lodge a complaint (Article 77 of GDPR) – the right to lodge a complaint with a supervisory authority due to a suspicion of violation of the Act and/or GDPR. The supervisory authority is the Office for Personal Data Protection of the Slovak Republic with its registered office at Hraničná 12, 820 07 Bratislava, Slovak Republic, tel.: +421 2/ 3231 3214, web: www.dataprotection.gov.sk, e-mail: statny.dozor@pdp.gov.sk.
- right to withdraw consent (Article 7 of GDPR) – in case the data subject gave his or her consent to the processing of personal data for a specific purpose, he or she has the right to withdraw his or her consent at any time without affecting lawfulness of the processing based on the consent prior to its withdrawal.

The Law firm shall notify the data subject of measures taken based on the data subject's request under this article without undue delay, however, no later than one month from the request's delivery. In justified

cases, the said deadline may be prolonged by another two months, also repeatedly. The Law firm shall notify the data subject of all such prolongations within one month from the request's delivery together with the reasons for the prolongation of the deadline. If the data subject filed the request by electronic means, the notifications will be made electronically as well, if possible, unless the data subject requested another way.

If the Law firm does not adopt respective measures based on the data subject's request, it shall inform the data subject within one month from the delivery of the request about the reasons for such inaction and about possibility to file a petition under Section 100 of the Personal Data Protection Act.

In Bratislava on 1 January 2020