**The protection of personal data – general information for the data subjects, including information on receipt of personal data**

**Legal basis:**

VKP or more precisely, the one or the members of the association of VKP who are the controller of personal data provided by, or obtained personal information, agrees to handle them in accordance with legislation, in particular with the act no. 85/1996 Sb. (law on advocacy) and the Regulation of the European parliament and the Council (EU) 2016/679 from 27. April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and on the repeal of directive 95/46/EC.

**The administrator of personal data:**

The administrator is the attorney at law – member of the association of VKP who is working on the stuff or the case or is the employer of the employee or a contracting party to a contracting partner of VKP. If there are more people working on the stuff or the case, they are joint administrators with the fact that everyone is responsible against the data subject in full extent and the data subject is entitled to turn to any of them. The data administrator can be contacted in writing form to the registered address of VKP, telephone therein (both of which, see indent: Contact) and also on their e-mail addresses (see indent: Our Team). If the data subject is not sure who is the administrator of his personal data, the data subject can always turn to Mgr. Libor Kapalín, attorney at law (details therein).

**The legal basis for the processing of personal data:**

* Contract for the provision of legal services (written or oral), the provisions of the legal representation, the employment contract, a contract with a business partner,
* The provision of personal data is the responsibility of the data subject and its processing is necessary for the solution of the case, or the establishment of the contractual relationship and its consummation,
* In many cases the provision and processing of personal data based on the legal obligations of the administrator (e.g. regulations against the legalization of proceeds from criminal activities, accounting and payroll obligations), and/or
* In some cases, the processing of personal data is necessary for the purposes of the legitimate interests of the administrator or a third party (e.g. the possibility of a dispute or its proceeding with the data subject or a third person).

**Recipients of personal data:**

* public authorities (e.g. courts, administrative authorities)
* computer network administrator
* accounting
* other recipients according to the needs and/or the instructions of the data subject/client

(some of these persons, such as a computer network administrator or accountants are or may be so-called **processors** of personal data).

**The time of the processing of personal data:**

VKP processes personal data **only for the time necessary for relevant processing purposes.** This time is **always the longest period which in this case comes in the account** (e.g. the duration of the contractual relationship, plus the period of limitation for the initiation of the dispute reasonably extended, in the case of dispute over its duration, including the duration of the procedure on appeals, including extraordinary appeals and on time according to special regulations).

**Rights of the data subject (the person whose data are processed):**

* the right to **transparent information, communication and modalities for exercising its rights, in an intelligible and easily accessible manner**
* the right to **information about processing of personal data and that obtained from the data subject in another way than from the data subject**
* the right of **access to personal data** – the data subject has the right from the administrator to obtain information whether and which extent and the manner in which its data is processed
* the right to **repair** – inaccurate or incomplete personal data shall be corrected, or supplemented on the basis of the request of the data subject, on the basis of information from other sources and further regularly updated
* the right to **erasure** (right to be forgotten) – the data subject has the right to dispose of your data at its request if they are not filled with exclusions from this law
* the right to **restriction of processing** – the data subject has the right to limit the processing of your data at your request if they are not fulfilled with exclusions from this law
* the right to **be informed about rectification or erasure of personal data or restriction of processing**
* the right to **data portability** – VKP does not process personal data in an automated way and therefore this right cannot and is not required to ensure
* the right to **raise an objection** (against the processing of personal data)
* the right **not to be subject to a decision based solely on automated processing, including profiling** – VKP does not provide such a decision or profiling
* the right to **lodge a complaint with the administrator or supervisory office**

The above rights of the data subjects **are restricted/modified by exceptions according to the relevant articles of the regulation on the protection of personal data and in particular attorney–client confidentiality duty and the provisions of other legislation.**

**The pattern of request** of the data subject is also **on the website of VKP.**

The processing of personal data in the details **governed by the directive** which VKP approved. The directive is not published, because it contains a complex treatment with the use of complex formulations.

Other data are data subjects available e.g. on the website of the Czech bar association (**www.cak.cz**) or on the website of the Office for personal data protection (**www.uoou.cz**).