



Information concerning the processing of personal data

The protection of the personal data of our clients and other natural persons is a priority for our law firm and the protection of your personal data is one of elementary standards at **KORABOVA & LOVICH s.r.o.**, Org. ID: 50 131 931, with registered office at: Záborského 42, 831 03 Bratislava, Slovakia, registered in the Commercial Register at Bratislava I District Court, Section: Sro, File no. 108217/B (“**Law Firm**”).

For this reason, we would like to inform you of the reasons for which we process your personal data, what circumstances lead to the processing of your personal data, your statutory rights related to the processing of your personal data and other information we consider necessary to provide you with in this context and concerning the processing of your personal data.

Given the above, we'd request that you review the following information, which is presented in the form of questions to provide greater transparency and clarity.

When processing personal data, we are directly subject to 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 (“**GDPR**”) which lays down your rights as an affected party, as well the provisions of Act No. 18/2018 Coll. on the Protection of Personal Data applicable to us (specifically the provisions of §78), Act No. 586/2003 Coll. on Advocacy and on amendment of Act No. 455/1991 Coll. on Trade Licensing (Trade Licensing Act, as amended) (“**Act on Advocacy**”) (the provisions of §18) and other regulations. We comply with the Code of Conduct adopted by the Slovak Bar Association (“**Slovak Bar Association**”), which further explains the processing of personal data by lawyers. Feel free to review the Code of Conduct at the Slovak Bar Association's website at: <https://www.sak.sk/>.

If anything is unclear, we'd be happy to explain any of the terms or part of this document. Please do not hesitate to give us a call using the direct line to our law firm at +421 2 44 250 673, or via email at office@korabova.eu, or to write us a letter addressed to the law firm at Záborského 42, 831 03 Bratislava, Slovakia.

1. Who is the controller of your personal data?

A controller for the purposes of personal data is defined as any company that is provided with your personal data and that defines the purposes and means used to process such personal data.

The controller of personal data is the law firm of **KORABOVA & LOVICH s.r.o.**, Org. ID: 50 131 931, with registered office at: Záborského 42, 831 03 Bratislava, Slovakia, registered in the Commercial Register at Bratislava I District Court, Section: Sro, File no. 108217/B.

Our law firm obtains, aggregates, stores and disposes of your personal data and is therefore liable for the lawful use thereof. You are authorised to exercise your rights with respect to the processing of personal data and concerning the law firm; these rights are specified in Sub-section 9 hereof under the heading of “What rights do you have as an affected party”.

We only process your personal data in the scope necessary for the specific purpose of such processing.

2. Why do we process personal data?

Our processing of personal data is necessary so that we may:

- provide legal services to our clients and conduct our profession as lawyers;
- fulfil various legal, professional and contractual obligations; and
- protect the legitimate interests of ourselves, our clients and other parties.

3. For what purposes and on what legal basis do we process personal data?

Purpose	Legal grounds under the GDPR	Related regulations
Professional duties (providing legal services)	Fulfilment of statutory obligations under Article 6 (1)(c) of the GDPR (related to specific categories of personal data and additional conditions under Article 9 (2)(f) of the GDPR)	Act on Advocacy, Advocacy Code, the Civil Code and the Commercial Code
Providing services other than legal services	Fulfilment of the contract under Article 6 (1)(b) of the GDPR or legal obligations under Article 6 (1)(c) of the GDPR	Act on the Register of Public Sector Partners, the Act on e-Government, the Civil Code, the Commercial Code, the Act on the Rental of Non-
Ensuring compliance with legislation and the regulations of the Slovak Bar Association	Fulfilment of legal obligations under Article 6 (1)(c) of the GDPR, the legitimate interests of lawyers or third parties under Article 6 (1)(f) of the GDPR, public interests under Article 6 (1)(e) of the GDPR or the defence of legal entitlements under Article 9 (2)(f) of the GDPR	Residential Premises, the Act on Advocacy, the Advocacy Code, the Act to Protect Against the Legalisation of Criminal Proceeds, the Act on Reporting Anti-Social Activities, GDPR
Purposes related to the protection of legitimate interests	Legitimate interests of lawyers or third parties under Article 6 (1)(f) of the GDPR	GDPR, the Civil Code, the Commercial Code, the Code of Criminal Procedure, the Criminal Code, the Code of Civil Disputes, the Code of Non-Civil Disputes, the Code of Administrative Court Procedure, the Code of Administrative Procedure, the Act on Offences
Marketing purposes	Consent from the affected party under Article 6 (1)(a) of the GDPR or the legitimate interests of lawyers and third parties under Article 6 (1)(f) of the GDPR	Act on Advocacy, Act on Electronic Communications, Act on Advertising, the Consumer Protection Act, the Civil Code
Statistical purposes, archiving purposes in the public interest and for historical purposes	Article 89 GDPR	Act on Archives

4. Who has access to your personal data?

The personal data of our clients and other natural persons are only disclosed in the minimum extent necessary and always in such a way that ensures the recipient of such data maintains confidentiality, i.e. with respect our employee or another party who is responsible for performing individual activities within legal services, deputised or collaborating lawyers, our collaborating mediation office, KORABOVA & LOVICH MEDIATION s.r.o., Org. ID: 47 963 247, with registered office at: Halašova 15, 831 03 Bratislava, Slovakia, Section: Sro, File no.: 101364/B, our accounting advisers, other professional advisers (e.g. auditors, experts, etc.), the Slovak Bar Association (in the case of disciplinary proceedings) or the providers or software or other support to our office, including the employees of these parties.

When we have limited obligations to provide your personal data to public authorities to maintain confidentiality, we remain obliged to attempt to prevent the commission of a crime and to report any information to authorities with respect to money laundering and the financing of terrorism.

5. To what countries do we transmit your personal data?

We have no intention of transmitting your personal data to any third country outside of the European Economic Area (which includes the EU, Norway, Iceland and Liechtenstein). Our law firm make use of a secure cloud service from a proven provider with servers located in EU jurisdiction.

6. Does your law firm automate individual decision-making processes?

Our law firm does not perform any processing as identified in Article 22 of the GDPR.

7. How long do you store personal data?

We store personal data until the purposes for as long as necessary to accomplish the purposes for which personal data is processed. We follow the recommended archiving periods as laid down in Board of Directors of the Slovak Bar Association Resolution No. 29/11/2011 with respect to the storage of personal data, e.g.:

- The log of incoming and outgoing post shall be stored by a lawyer once complete for a period of ten years after receipt or dispatch of the final consignment in the log itself;
- A lawyer shall archive an inventory list for a period of 10 years after its completion;
- If a lawyer maintains a list of names of clients and a report in client files in electronic format, it shall be printed in hard copy form for the previous calendar year at the end of such year and shall be stored by the firm for an unlimited period of time;
- The shredding period for a client file is set to 10 years, commencing on the date when all conditions for archiving such file are met.

Lawyers are also subject to statutory regulations under the Act on Advocacy under which lawyers in specific circumstances may extend the archiving period or that may prevent the shredding of certain documents for understandable reasons. For instance:

A client file that contains original documents furnished by the client to the lawyer may not be shredded;

- The shredding of reports of client files and named lists of client files is not permitted;
- The shredding of client files or parts thereof that lawyers are obliged to turn over to the state archive is not permitted;
- Shredding of a client file is not permitted if there are any active proceedings involving a court, state authority, law enforcement, the Slovak Bar Association, etc. that materially related to the contents of such client file or that concern the actions or neglect on the part of the lawyer in providing legal assistance within their client's affairs.

8. How do we obtain your personal data?

If you are our client, we most often obtain your personal data directly from you. In such case, your personal data is obtained voluntarily. Depending on the specific case, failure on the part of a client to provide personal data may impact our ability to provide qualified legal counsel or, in extraordinary cases, we may be forced to refuse to provide legal counsel. We may also obtain the personal data from our clients from publicly accessible sources, from public authorities and from other parties.

If you are not our client, we typically obtain such personal data from our clients or from other public or lawful sources, for instance by making requested from public authorities, through excerpts from public registers, by obtaining evidence to the benefit of a client, etc. In this case, we may obtain your personal data without informing you and against your will based on our statutory powers and the duty to practice in accordance with the Act on Advocacy.

9. What rights do you have as an affected party?

If we process your personal data based on your consent to the processing of your personal data, you have the right to revoke such consent at any time.

Regardless, you have the right to object to the processing of your personal data based on a legitimate or public interest or for the purposes of direct marketing, including profiling.

As a client, you have a right to request access to your personal data and to correct such data. If we process personal data while providing legal services, you do not have the right as a client or as another natural person (e.g. a counterparty) to object to such processing under Article 22 of the GDPR. If personal data concerning a client (regardless of if the client is a legal entity or natural person), there is no right to access data or the right to transmit data to other parties due to our statutory duty to maintain confidentiality with reference to Article 15 (4) of the GDPR, Article 20 (4) of the GDPR and §18 (8) of the Act on Advocacy: *“A lawyer has no obligation to provide information on the processing personal data, to provide access or to transmit personal data under a specific regulation, if such action could result in a violation of the lawyer’s duty to maintain confidentiality under this Act.”* You do have the right to submit a complaint to the Office of Personal Data Protection or the Slovak Bar Association at any time.

10.Changes to privacy terms

The protection of your personal data is not a one-off affair. The information that you are obliged to provide for the purposes of our processing of personal data may change or may no longer be current. As such, we reserve the right to modify these terms at any time and to change their scope in any way. If we make substantial changes to these terms, we will notify you, for instance via a general notice on our website <http://www.korabova.eu/> or by special notification via email.

11.How can you reach us?

If you have any questions, or comments regarding this information on the processing of personal data, do not hesitate to contact our law firm directly by calling: +421 2 44 250 673, via email at office@korabova.eu, or by writing us at our law firm’s registered office at Záborského 42, 831 03 Bratislava, Slovakia.