

The law firm **VIDD Advokáti s.r.o.**, ID No. 176 985 02, with its seat at Hybernská 1034/5, Nové Město, 110 00 Praha 1 (the "**Company**"), protects all personal data which it processes as strictly confidential, treating such data at all times in full accordance with the applicable data protection and privacy laws. The integrity of your personal data is of the utmost importance to the Company.

Within the meaning of the General Data Protection Regulation (Regulation (EU) 2016/679), the Company is a joint controller of your personal data, i.e., it collects, stores, and uses your personal data in the pursuit of its business operations (whereas the individual purposes that serve as grounds for processing are described in more detail further below); in the case of the Company, the core of these business operations is the provision of legal services and related advisory services in the field of law and business.

The present Data Processing Principles apply to the processing of your personal data by the Company within the context of your use of the website at **www.vidd.cz**, as well as the processing of personal data by the Company during (e-mail or phone) communication with you, in the course of business relations with clients or suppliers, for the discharge of legal obligations of the Company, or any processing of personal data which is necessary to protect the Company's legitimate interests.

These Principles extend to all clients, suppliers, and customers of the Company, and to anyone else who contacts the Company or who through other channels relates information of any kind to the Company (unless specified otherwise below). This circle is understood to include everyone who avails themselves of the services of the Company or who provides services to the Company, acts for the Company as a subcontractor, or is otherwise in a contractual relationship with the Company.

The Company collects the following categories of data:

1. Information which you made available to us yourself

You may provide personal data to us on the following occasions:

- When entering into a contractual relationship with us;
- When you provide us with data so that we can render legal services to you under the Advocacy Act (Act No. 85/1996 Coll., as amended) (the "**Services**"). If you provide us with personal data of third persons, please let them know you have done so and familiarize them with these Data Processing Principles;
- If you contact the Company to solicit its services or offer your own services or goods.

2. Information from other sources

Such sources include:

- Sources in the public domain, including public registers and the internet, if we need the data in question e.g. in order to be able to issue our invoice (tax voucher);
- Information which we've received from third parties such as, for instance, your employers or co-workers, business partners, or other third persons, and which is indispensable for the provision of our Services.

The Company may combine information collected from the above sources with other information at its disposal.

The Company uses the collected personal data for the following purposes:

1. Entering into, amending, and terminating agreements

We use the data to prepare contractual documents, make changes in existing agreements, or terminate agreements.

Your personal data is indispensable for us to be able to conform to the statutory requirements in connection with the conclusion, amendment, or termination of contractual relationships.

2. Communication with persons who turn to us with their offer of services or goods

We use your data to procure the provision of services and products of a variety of suppliers if your personal contact data is posted on the internet or if you communicated such data to us of your own free account e.g. at a trade fair, a meeting, or on a similar occasion. We believe that this constitutes no infringement of your privacy. Even so, if you feel uncomfortable, please let us know at your earliest convenience, using any of the channels through which our Company can be reached.

3. Provision of services

We also use the personal data for providing the Services themselves, for keeping proper records of them, and for communicating in this regard with clients, customers, and suppliers.

For this purpose, we require your personal data so as to be able to provide the Services and at the same time to conform to all applicable laws and regulations.

4. Accounting

We use your data to issue invoices and keep accounting records.

For this purpose, we require your personal data so as to be able to comply with the statutory requirements for proper book-keeping.

5. E-mail messaging

We also use your personal data to send you legal news and inform you about the Company's activities if you gave your voluntary consent or if we are in a contractual relationship with you or if we have reason to assume that you are interested in our newsletter. Even so, if you feel uncomfortable, please let us know at your earliest convenience, using any of the channels through which our Company can be reached.

If you attend social events organized by the Company, note that we may create photographic or audiovisual records of such events and publish them on our website, on the Company's social media accounts, or in other marketing material to inform about our events. We do not produce such footage with the intention to process your personal data; even so, if you feel uncomfortable, please let us know at your earliest convenience. If feasible, we will remove the footage.

6. Staff hiring

If you send us your C.V., we will use your personal data to fill vacant positions.

We will process your personal data for the entire duration of the selection process, unless you signal your consent to us that we may keep your information on file for an additional two years for the event that another position should newly become available in the future.

7. Court disputes; defense of claims under the law

We may use the collected personal data to investigate or resolve disputes or legal claims in connection with your commercial collaboration with the Company, and in such other cases were permitted under the law.

The Company may share the collected data:

1. With our business partners

The Company may make data available to its workers, suppliers, consultants, software providers,

advisors, and other service providers or business partners who procure data processing services for the Company which the Company cannot offer itself. We will never share your personal data with any third parties who do not need your data, whether for free or for consideration.

We would like you to know that all contractual partners of the Company are bound by a duty of secrecy and observe all applicable laws and regulations in the area of data protection.

2. On legal grounds, or in the event of a dispute

Where required under the law or by regulations, operating agreements, legal procedures, or government authorities, the Company may share your personal data:

- with the police and the courts, public authorities, and with other third parties to the extent that this is necessary to enforce our legal claims or to defend the rights and protect the property of the Company or of third parties;
- with outside parties in connection with a merger, asset deal, consolidation or restructuring of the Company, financing for the Company, or transfer of the Company or a part thereof to the ownership of another legal entity.

3. Based on your consent

The Company may also share your data in other ways if we first notify you of our intention to do so and you express your consent with such sharing of your data.

We will only ever process your personal data in countries within the EU. We may only process your personal data outside the EU on the condition that such processing is indispensable for the provision of our Services, and then only in compliance with the applicable laws and regulations.

Your rights in connection with the processing of personal data

1. Archiving and erasure

We will store your personal data throughout the existence of your contractual relationship with the Company and, as a rule, for another ten (10) years after that relationship has ended, subject to different archiving periods required under the law in the individual case. Upon your request, the Company will promptly erase or anonymize your data (with the exception of the cases listed further below).

To the extent permitted under the law, the Company may retain certain data even after the archiving period has expired; namely, in the following cases:

- If the Company has an unresolved issue with you, such as a pending dispute or unsettled legal claim;
- If the law requires us to do so, or if we keep the data in aggregated or anonymized form;
- If we need such data for legitimate business purposes.

2. Access to your own data

You may at any time turn to us, at no additional charge, to enquire whether we are processing your personal data, and if so, to demand detailed information on the nature and scope of such processing. For such requests, you may use any of the channels through which our Company can be reached.

3. Changes to your data; inaccurate data

If, in the course of your contractual relationship with the Company, any change occurs in your personal data (such as your name, the registered seat of your business or your address of residence, or any e-mail addresses or phone numbers), or if you find out that we have been working with an

obsolete or incorrect version of your data, please let us know at your earliest convenience, using any of the channels through which our Company can be reached.

4. Restriction of processing

If you believe that:

- We process inaccurate data of yours,
- The processing of your data is unlawful, but you do not want all the data to be erased,
- We no longer need your data for the above-described purposes, but you would like to use the data to defend your legal claims e.g. in court,
- In spite of our good-faith assumption that you may be interested in our messages, they have become an annoyance to you,

you may ask us at any time to restrict the processing to certain specific personal data, or only to certain purposes of processing.

5. Data portability

You may ask us at any time to transfer your data, to the extent that it is available to us, to a third person in accordance with your specifications.

6. Recourse to the Data Protection Office

If you believe that we have been processing your data in conflict with the law, you may at any time turn to the Data Protection Office (the *Úřad pro ochranu osobních údajů*) with an official complaint.