

PRIVACY NOTICE

In the context of our professional activities, **Šiška & Partners s.r.o.**, with its registered office at Palisády 33, 811 06 Bratislava Slovak Republic, Id. No.: 36 861 961, and, where applicable, the independent lawyer cooperating with us advising you (hereinafter “**CERHA HEMPEL**”, “**we**”, “**us**” or “**our**”) processes – as the controller within the meaning of Article 4(7) of the General Data Protection Regulation (Regulation (EU) 2016/679; hereinafter “**GDPR**”) – your personal data and the personal data of your employees and/or members of your corporate bodies (hereinafter “**you**” or “**your**”). Personal data is all information which relates to an identified or identifiable person, such as his/her/its name, identification number, date of birth, address, etc. (hereinafter “**personal data**”). This privacy notice informs you about the details of the processing of your personal data.

***NOTE:** If we provide our professional services to legal entities, we kindly ask our contract and business partners to bring this privacy notice to the attention of the natural persons concerned (in particular employees and members of corporate bodies).*

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A. Data processing in connection with our service

1) For what purposes do we process your personal data and on which legal basis?

We process your personal data for the following purposes and on the following legal bases:

a. Contractual performance

We process the personal data of our contract partners (clients, suppliers, etc.) for the purpose of the performance of a contract, i.e. so as to provide our legal services or other contractually agreed services. Such processing is lawful on the basis of Article 6 (1) lit. b GDPR (performance of a contract).

If this personal data is not provided to us in full or at all, we may not be able to meet all of our contractual obligations or to conclude the contract in the first place.

b. Compliance with legal obligations

Furthermore, we process personal data in order to comply with the legal obligations to which we are subject (e.g. obligations arising from the tax and accounting legal acts, the Act on Attorney or the Anti-Money-Laundering-Act). Such processing is lawful on the basis of Article 6 (1) lit. c GDPR (compliance with a legal obligation).

Also in this regard, we may not be able to meet all of our contractual obligations or conclude the contract in the first place, if personal data are not provided us in full or at all.

c. Management and database of contract partners

Furthermore, we process your personal data for administration and business management purposes (e.g. accounting, maintaining a database of contract partners). Such processing is conducted on the basis of our legitimate interest in running our business properly and efficiently and in managing and optimising the selection of our contract partners (suppliers, tradesmen, etc.) and thus is lawful on the basis of Article 6 (1) lit. f GDPR.

d. Client management and marketing

Furthermore, we process the personal data of current, former and potential clients and their employees for the purposes of client management and marketing. Such processing is conducted on the grounds of our legitimate interest in maintaining and developing existing and former client contacts and in acquiring new clients and thus is lawful on the basis of Article 6 (1) lit. f GDPR.

2) Who receives your personal data?

Your personal data will be disclosed by us only if there is a valid legal basis for such disclosure and provided it does not violate our duty of confidentiality. In any case, we only disclose your personal data to the extent necessary for each specific purpose, or as required under the relevant legal provision, in line with any legitimate interest or, in the case of consent, as specified by you.

Where necessary, your personal data will be disclosed in particular to the following recipients:

- Our CERHA HEMPEL partner law firms, to the extent this is necessary for the purpose of providing legal advices
- Independent attorneys (substitutes) cooperating with CERHA HEMPEL
- Tax consultants or auditors
- Bar association
- Banks
- Insurance undertakings
- Courts and authorities
- Opponents and their legal representation
- Service providers (e.g. travel companies, chauffeur services, hotels etc.)

Furthermore, we sometimes use service providers (as the processors within the meaning of Article 4 (8) GDPR) for data processing (in particular for technical support). These processors have agreed to maintain the confidentiality of your personal data, are carefully selected by us, and are bound by our instructions. In particular, we use the services of the following processors:

- KASRA GROUP s. r. o., with its registered office at Jakubovo nám. 1, 811 09 Bratislava, Slovakia, Id. No.: 45 671 648 (accounting services);
- Silento s.r.o., with its registered office at Južná 6594/10, 911 08 Trenčín, Slovakia, Id. No.: 52 110 362 (IT services).

3) How long will your personal data be retained?

In principle, we retain your personal data until the contractual relationship is fulfilled or has ended. Furthermore, we are subject to multiple legal obligations, in accordance with which personal data are also required to be retained beyond the term of the contract, as stipulated for instance on the basis of retention periods provided under tax law, professional rules or other legal acts of the Slovak Republic. We also retain your personal data, where appropriate, as long as legal claims can be made in connection with your agreement. In the case of pending administrative or judicial proceedings, your personal data will be retained until termination of the respective proceedings.

Moreover, we retain your personal data beyond the term of the contractual relationship as part of our database of contract partners and for the purposes of client management. We delete your personal data if you object to such personal data processing or if there has been no contact with you for business purposes over a period of two years.

4) Other information regarding the personal data processing

The processing of your personal data does not include automated decision-making or the process of profiling within the meaning of Article 22 (1) and (4) GDPR.

B. Personal data processing in connection with our website

1) Provision of the website and creation of log files

a. Description and scope of personal data processing

Our website is available under the following link: <https://www.cerhahempel.com>.

Each time our website is accessed, our system automatically collects personal data and information from the computer system accessing our website.

The following data is collected:

- Information on the type of browser and the version being used
- Language and version of the browser software
- Operating system and interface used
- The user's IP address
- Date and time of access and time zone difference to Greenwich Mean Time (GMT)
- Volume of data transmitted
- Websites from which the user's system accesses our website
- Websites accessed by the user's system via our website
- Access status / HTTP status code

The data are likewise stored in our system's log files.

b. Legal basis for personal data processing

The processing of personal data mentioned above is lawful on the basis of Article 6 (1) lit. f GDPR.

c. Purpose of personal data processing

The temporary storage of the IP address by the system is necessary to enable the user's computer to retrieve and display our website. For this purpose, the user's IP address must be stored for the duration of the session.

The personal data is stored in log files to guarantee the functionality of our website. Furthermore, the personal data helps us to optimise our website and guarantee the security of our information technology systems.

Our legitimate interest in processing of personal data within the meaning of Article 6 (1) lit f. GDPR also consists in achieving these objectives.

d. Duration of storage

The personal data are deleted or anonymised at the end of each session.

In the event the personal data are stored in log files, these files will be deleted after 3 days. Personal data are not stored for a period exceeding this in any format which would make it possible for the persons concerned to be identified.

e. Recipients

Your personal data will be transferred to:

- **Google LLC**, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

2) Use of cookies

a. Definition of cookies

Cookies are small text files stored in your browser. They are downloaded by your browser the first time you visit our website. The next time this website is visited using the same terminal or browser, the cookie and the information stored in it will be sent either to the respective website which set it (first party cookie) or to another website to which it belongs (third party cookie). In this way, the cookie recognises that the website was requested using the respective browser and this changes the way in which content is displayed. For instance, cookies "remember" your preferences, how you use the website, and to some degree they adapt the offers shown to the individual.

b. Functionally necessary cookies

We use the following cookies for the purpose of transmitting messages and providing the services requested by you. The personal data processing activities undertaken by employing the use of cookies are based on our legitimate interests in providing a fully functioning website and the services requested by you (Article 6 (1) lit. f GDPR).

Cookie	Types of data	Purposes	Storage period	Recipients
fe_typo_user	Hash (a sequence of randomly generated numbers) (no personal data)	Recognition of the user during the session	Session	jweiland.net (Hosting Provider)

	involved)			
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c. Other cookies

i. General

Furthermore, we use the following cookies based on the consent you may have given (Article 6 (1) lit. a GDPR).

Cookie	Types of data	Purposes	Storage period	Recipients
_gat	Integer value (e.g. 1)	Reduction of the request rate	1 minute	Google LLC
_gid	Randomly allocated identification number	Differentiation of users and the tracking of user behaviour	1 day	Google LLC
_ga	Randomly allocated identification number	Differentiation of users and the tracking of user behaviour	2 years	Google LLC

ii. Google Analytics

Our website uses Google Analytics, a web analytics service provided by Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA ("**Google**"). Google Analytics uses what are known as "cookies", i.e. text files stored on your computer, which make it possible to analyse your use of our website. The information generated by the cookie concerning your use of our website (including a truncated version of your IP address) is – as a general rule – transferred to and stored on a server operated by Google in the United States.

Our website uses Google Analytics solely with the "anonymizeIp()" extension, which guarantees the anonymization of the IP address by a process of truncation and eliminates any direct reference to individuals. By using this extension, your IP address will be truncated by Google within the Member States of the European Union or in other states party to the Agreement on the European Economic Area before such transfer of data takes place. Only in exceptional circumstances will the complete IP address be transferred to and stored on a server operated by Google in the United States.

iii. Your cookie settings on our website

If you block cookies completely or would like to limit the placement of cookies, you can change the settings in your internet browser. Cookies already stored can be deleted at any time. If cookies are deactivated for our website, it is possible that you will not be able to take full advantage of all of the functions of our website.

You can find out how to manage and delete cookies in the help function integrated into the respective browser. Further information on this subject can be found under the following links:

Internet Explorer:

<http://windows.microsoft.com/de-DE/windows-vista/Block-or-allow-cookies>

Firefox:

<https://support.mozilla.org/de/kb/cookies-erlauben-und-ablehnen>

Chrome:

<http://support.google.com/chrome/bin/answer.py?hl=de&hlrm=en&answer=95647>

Safari:

https://support.apple.com/kb/ph21411?locale=de_DE

Opera:

<http://help.opera.com/Windows/10.20/de/cookies.html>

Processors

In some instances, we engage the services of external service providers (as the processors within the meaning of Article 4 (8) GDPR) to process your personal data. They were carefully selected and commissioned by us, are bound by our instructions and are regularly monitored. The following processors act on our behalf:

- **Google LLC**, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

3) Transfers outside of the EEA

Google LLC ("**Google**"), which has its registered office at 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA, processes personal data on our behalf. We send Google your IP address (in an anonymised form), information on websites accessed (URLs) and estimations regarding demography and age. This transfer is lawful either on the grounds of our legitimate interest in performing statistical analysis of user behaviour for optimisation and marketing purposes (Article 6(1) lit. f GDPR) or on the grounds of your consent you have given by your use of our website.

Google is certified for the US-EU data protection framework "Privacy Shield", which guarantees compliance with the level of data protection applicable in the European Union. Furthermore, in addition to Google's general security measures which are used group-wide, the personal data will only be transmitted in pseudonymous form. It is thus not possible to associate any specific personal data with you.

C. Your rights in connection with the processing of your personal data

The GDPR grants you as a data subject certain rights to which we wish to draw your attention in the following. Please note that these rights are complementary, which means that you can for instance either request that your personal data be rectified/completed or that it be erased.

1. Revocation of consent

Where CERHA HEMPEL processes your personal data with your consent, you have the right to revoke your consent at any time. However, this does not affect the lawfulness of the processing of personal data conducted up until the time of revocation.

2. Right of information

You have the right to obtain information on the origin, categories, storage duration, recipients, and purpose of the data relating to you processed by CERHA HEMPEL, as well as information on the nature of the processing. The extend of the information about the processing of your personal data is specified in Articles 13 and 14 GDPR.

3. Right of access

You have the right to request a copy of the personal data processed by CERHA HEMPEL and information to the extent of the right of information mentioned above.

4. Right to rectification and erasure

In the event CERHA HEMPEL processes personal data relating to you that are incorrect or incomplete, you have the right to request that the personal data will be rectified or completed. Further, you have the right to request the erasure of personal data processed unlawfully.

5. Right to restrict processing

If it is unclear whether the processed personal data relating to you are incorrect or incomplete or whether they are being or have been unlawfully processed, you have the right to request the restriction of the processing of your personal data until such time as this issue is clarified.

6. Right to object

You have the right to object to the processing of your personal data even if the data relating to you are correct and complete and even if they are being processed lawfully by CERHA

HEMPEL. However, you may only do so in situations in which personal data relating to you is processed for the purpose of the legitimate interest of CERHA HEMPEL.

7. Right to data portability

You have the right to obtain personal data relating to you that have been processed by CERHA HEMPEL, which CERHA HEMPEL received from you, in a machine-readable format determined by CERHA HEMPEL or you may instruct CERHA HEMPEL to transfer the personal data directly to a third party of your choosing provided, however, that CERHA HEMPEL makes this possible for the recipient from a technical perspective and that the transfer of personal data is not hindered or impeded due to it being an unreasonable burden and providing no other confidentiality obligations or considerations on the part of CERHA HEMPEL or third parties stand in the way of such transfer.

8. Right to lodge a complaint

Lastly, you have the right to lodge a complaint with the Office for Personal Data Protection, with its registered office at Hraničná 12, 820 07 Bratislava 27, Slovak Republic if you are of the view that the processing of the personal data relating to you breaches the provisions of the GDPR.

9. To whom can you turn to enforce your rights as a data subject?

To assert the aforementioned rights, please write (via letter or email) to the contact specified below.

Contact us:

Šiška & Partners s. r. o.
advokátska kancelária
Palisády 33
811 06 Bratislava
Slovak Republic
Email: office@cerhahempel.sk