



NOTICE ON PERSONAL DATA PROCESSING CLIENTS AND BUSINESS PARTNERS LEGAL ENTITIES

Valid from: 25 May 2018
Last update: 31 March 2021

I. WHAT THE NOTICE ON THE PROCESSING OF PERSONAL DATA CONTAINS

In accordance with the applicable regulations and Regulation (EU) 2016/679 of the European Parliament and of the Council of 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 repealing Directive 95/46 / EC EU Gazette L119) (hereinafter: the General Regulation or GDPR) as well as the Act Implementing the General Regulation on Data Protection (Official Gazette No. 42/2018) (hereinafter: the Act), ŠTEFAN ŠTEFANEK - attorney and patent agent, mediator and court interpreter, PIN (OIB): 95418033323, Zagreb, Ilica 191D e-mail: osobni.podaci@stefanek.hr (hereinafter: Attorney or Office) as the processing manager, based on Article 13 of the General Regulation, informs you about the processing of your personal data.

The Office may process your personal data on the basis of concluded contracts and regulations (e.g., Civil Obligations Act, Accounting Act, Value Added Tax Act and other tax and accounting regulations), in order to fulfil the rights and obligations under the concluded contract and compliance with legal obligation of the Office as head of processing. In addition, we may process your personal data for the purposes of our legitimate interests, such as: business communication, keeping records of business partners and assessing mutual cooperation.

II. WHOSE AND WHAT PERSONAL DATA WE PROCESS AND FOR WHAT PURPOSE

The Office may process the following personal data or categories of personal data:

Data-subject category:	Personal data category:
I. business partners natural person	Identification data (such as name and surname, PIN (OIB), etc.) Contact information (such as address, telephone, mobile phone, etc.) Bank data (account number, bank, card type, etc.)
II. contact person of the business partner	Identification data (such as name and surname, etc.) Contact information (such as address, telephone, mobile phone, etc.) Information related to the job of the business partner (position, department, etc)

Providing your personal data may be necessary in order for us to enter into a business relationship with you, or there may be a legal obligation to process certain of your personal data. If there is no legal obligation to provide us with your personal data, then you are not obliged to do so, however, in which case the Office may not be able to enter into a business relationship with you.

III. WHO HAS ACCESS TO PERSONAL DATA AND TO WHOM WE TRANSFER THEM

Your personal data can be accessed by attorneys, trainee attorneys and other employees who are authorized to perform certain personal data processing activities (e.g., employees in charge of mail delivery, accounting, administration).

In order to fulfil the above-mentioned purposes of personal data processing, the recipients of your personal data may be competent state bodies (such as the Tax Office, etc.), our providers of bookkeeping and similar services, our IT support providers, then Office-related persons, banks, credit, financial institutions and the like, notaries and third parties in respect of whom there is a legal obligation to provide your personal data.



IV. PROTECTION OF YOUR PERSONAL DATA

We take all necessary actions to ensure that the transfer of personal data to third parties is in accordance with the regulations on personal data protection.

In the event of personal disclosure outside the European Union (EU), we will take the necessary measures to protect your personal data to ensure that the third party to whom your personal data is transferred ensures the same level of protection of your personal data as in the EU. You can obtain information from us at any time as to whether your personal data is being transferred outside the EU as well as the protection measures taken in the contact details below.

We take appropriate technical and organizational measures to protect the personal data collected and to prevent accidental or unlawful destruction, loss, alteration, unauthorized disclosure or access to personal data.

In protecting your personal data, we act in accordance with our Privacy Policy. We use your personal data only for the purpose for which it was collected, the data is used by authorized persons, your data is not disclosed to third parties except in cases specifically specified, your data is stored for as long as necessary.

All of our attorneys, trainee lawyers and other employees are aware of their tasks and responsibilities in the processing of your personal data.

If certain processing of your personal data is carried out by our processor, we ensure that it carries out at least the same level of protection of your personal data as we carry out ourselves.

V. CONSENT TO THE PROCESSING OF PERSONAL DATA

If the processing of a certain type of personal data is based on consent or consent is required for the publication or transfer of personal data, we will obtain it from you in writing. When giving consent, we will inform you about the purpose of giving consent and the consequences if you refuse to give consent. Your consent must be voluntary and unequivocal. Written consent is kept for as long as the personal data to which it relates are kept. If you have given your consent for certain processing of personal data, you have the right to withdraw your consent at any time. Withdrawal of consent does not affect the lawfulness of processing prior to its withdrawal. We will inform you of this when giving consent. You can withdraw your consent by submitting a written statement.

VI. PERSONAL DATA RETENTION PERIOD

We will keep your personal data for five years from the fulfilment of rights and obligations under the contractual relationship, but in the case of issuing / receiving invoices, we will keep the data during the period of mandatory keeping of accounting documents prescribed by applicable regulations. In the case of business communication, we will keep personal data for five years after the termination of business communication, and in the case of setting, realizing, or defending legal claims or interests, we will keep data depending on the circumstances of each case in accordance with special regulations.

VII. EXERCISING YOUR RIGHTS

In relation to the processing of your personal data, you have the following rights:

- the right to access, correct and delete personal data, restrict processing, the right to object to data processing and the right to data transfer;
- the right to file a complaint to the Personal Data Protection Agency.

The Office will process your request and respond to it within 30 days of receipt. If your request cannot be complied with, the Office is obliged to provide you with a reasoned answer.

We do not have automated decision-making, and no decision will be made against you based solely on automated processing, including profiling, which produces legal effects that affect you or would significantly affect you.



VIII. CHANGES TO PERSONAL DATA PROCESSING NOTICES

Depending on your needs, we may change this Notice to improve our conduct and achieve greater protection of your right to privacy or if required by regulatory changes. We will publish any changes to this Notice accordingly. Please check back from time to time to see if we have changed this Notice.

Notice of the processing of personal data is published on our website and is available at our headquarters. We can provide you with a notice at your request.

IX. CONTACT DETAILS

In case of any questions, you can contact the Office as the processing manager in the following ways:

E-mail: osobni.podaci@stefanek.hr

Phone: +385 1 2222 724