



NOTICE ON PERSONAL DATA PROCESSING NATURAL PERSONS – CLIENTS OF THE LEGAL OFFICE

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: Attoreny or Office) as the processing manager, based on Article 13 of the General Regulation, informs you about the processing of your personal data.

II. OBLIGATION TO KEEP ATTORNEY'S SECRET

In accordance with Article 13 of the Law on Advocacy (Official Gazette nos. 09/1994, 117/2008, 50/2009, 75/2009, 18/2011), as attorneys, we have the obligation to keep as a attorney's secret everything you entrust to us as a client or in representing you as a client we learn otherwise. All our employees have the same obligation.

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

If we represent you, we must collect and process certain personal data from you. We may process your personal data on the basis of the Law on Advocacy, accepted power of attorney, concluded contract or based on a decision of the competent authority for the purpose of providing legal assistance, especially for initiating and conducting proceedings before competent authorities, drafting documents, general representation and legal advice. In addition, in certain cases we are obliged to process your data in order to comply with legal obligations (for example, keeping and issuing accounting documents) and your personal data may be processed for the purpose of keeping records of cases.

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

- your identification data such as: name and surname, PIN (OIB), address, identity card number, photo, other data contained in the identity card;
- your contact information such as: e-mail address, telephone number, mobile phone number;
- your bank details such as: IBAN, bank, card type;
- data on other persons - counterparties, representatives, officials conducting proceedings, experts, witnesses, recorders, employees of courts and other state bodies, notaries, employees of notaries and the like that are necessary to initiate and conduct proceedings before the competent authorities or in general representation and legal advice in accordance with the contract and which we obtain in any other way when representing or providing legal assistance;
- we may exceptionally collect special categories of personal data such as - data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, genetic data, biometric data, health-related data, sex life data, data on sexual orientation
- as well as any other information you provide to the Office before or during the representation or contractual relationship of other legal aid that is necessary to provide our legal aid services.

The Office processes this personal data for the purpose of executing the contract on representation or representation on another basis and executing the contract on providing another form of legal aid.

Providing your personal data may be necessary in order to provide you with the requested legal assistance, 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 information, then you are not obliged to do so, however, in which case the Office may not be able to provide you with the requested legal assistance. We may also process your personal data for the purpose of issuing invoices for legal aid provided, and consequently keeping accounting documents in accordance with regulations.



IV. WHAT PERSONAL DATA WE DO NOT PROCESS AND PROCESSES WHICH WE DO NOT CARRY OUT

As a rule, we do not collect or process specific personal information relating to your racial or ethical background, political opinion, religious or philosophical beliefs, trade union membership, biometric data, data relating to your health, sexual life or sexual orientation.

Exceptionally, we will process this information if necessary to establish, enforce or defend your legal claims.

We do not process your personal information for the purpose of creating your profile, nor for the purpose of automated decision-making, which would produce legal effects relating to you or would significantly affect you.

V. HOW WE COLLECT PERSONAL DATA

We collect personal data for the purpose of representation by requesting it from the data-subjects themselves or contained in documents and other documents we receive from parties, other participants in court proceedings or other competent authorities, courts and other competent authorities and third parties.

We collect personal data for the purpose of providing other forms of legal aid from data-subjects or other persons who are in any other way related to the subject of legal aid.

We collect some personal information from public sources, and we may receive your personal information in business communications with third parties.

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 perform the above-mentioned purposes of personal data processing, the recipients of your personal data may be competent state bodies (such as the Croatian Pension Insurance Institute and the Croatian Health Insurance Institute, Tax Office, courts, Finance Agency, Ministry of Interior Affairs, etc.), lawyers and attorneys trainees who provide us with replacement services in accordance with the Law on Advocacy, our providers of bookkeeping and similar services, our IT support providers, related persons, credit and financial institutions and the like, notaries, counterparties, counterparty representatives and counterparty employers, experts, court interpreters and translators, third parties in respect of whom there is a legal obligation to provide your personal data, other third parties for the purpose of pursuing an interest in connection with the purpose of providing legal assistance or pursuing our legitimate interest.

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 data being taken out of the 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.

VI. PERSONAL DATA RETENTION PERIOD

We keep your personal information:

- at least 10 years after the final termination of the proceedings in which we represented you;
- in case of final termination of the procedure, we keep your data until you take over the file from us;
- in the case of enforcement proceedings under a final and enforceable judgment or decision, in the case of extraordinary remedies before the Constitutional Court of the Republic of Croatia and / or the European Court of Human Rights and other relevant institutions, your data is kept longer until all legal remedies are exhausted means to protect your rights and interests;
- wills, contracts and other documents entrusted to us for safekeeping, we will keep until the conditions for termination of storage of entrusted documents (wills) are met or until you take them over from us;
- in the case of other coercive legal regulations, the data are kept in accordance with the deadlines from these coercive regulations;



- as the controller, we may, in each individual case, depending on the specific circumstances of the case, set a longer retention period for personal data, if the processing of personal data is necessary to protect legal or legitimate interests.

IV. PROTECTION OF YOUR PERSONAL DATA

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 the protection of your personal data, we are obliged to act in accordance with our Privacy Policy.

The way we act in accordance with the Privacy Policy ensures that we use your personal data only for the purpose for which it was collected, that the data is used by authorized persons, that your data is not disclosed to third parties except in cases specifically specified, that your data is kept 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.

VII. EXERCISING YOUR RIGHTS

As a data-subject, you have the right to contact us with a request to exercise any of your rights:

- right of access to data,
- the right to correction,
- the right to forget (delete),
- the right to restrict processing,
- the right to data transfer.

In order to conduct the procedure properly and in a documented manner, we require that you submit your request for exercising your rights in writing. The application is submitted directly at our seat or by mail. The request can also be submitted by e-mail. The request is considered valid if it is submitted from the address of the applicant. The applicant must identify himself/herself. If the request is anonymous and we cannot establish an identity in an easy and accessible way, the request will not be processed. We will inform you of our decision and the actions taken within one month of receiving your request.

XI. SUBMISSION OF COMPLAINTS TO THE AGENCY FOR PERSONAL DATA PROTECTION

You have the right to file a complaint with the Personal Data Protection Agency if you believe that we have violated your rights by our decision or actions.

XII. 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.

XIII. CONTACT DETAILS

You can contact us with your requests and inquiries regarding the processing of personal data.

E-mail: osobni.podaci@stefanek.hr

Phone: +385 1 2222 724

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.