



Arnez
Rechtsanwalts
GmbH

Policy on personal data processing

Policy regarding the processing of personal data

1. General Provisions

This personal data processing policy has been drawn up in accordance with the law and determines the procedure for processing personal data and measures to ensure the security of personal data of Arnez Rechtsanwalts GmbH (hereinafter referred to as the Contractor).

The Contractor sets as its most important goal and condition for the implementation of its activities the observance of the rights and freedoms of man and citizen in the processing of his personal data, including the protection of the rights to privacy, personal and family secrets.

This policy of the Contractor regarding the processing of personal data (hereinafter referred to as the Policy) applies to all information that the Contractor can obtain about visitors to the website.

2. Basic concepts used in the Policy

Automated processing of personal data is the processing of personal data using computer technology. Blocking of personal data is a temporary suspension of the processing of personal data (except in cases where processing is necessary to clarify personal data). Website - a set of graphic and information materials, as well as computer programs and databases, ensuring their availability on the Internet at a network address. Personal data information system is a set of personal data contained in databases, and information technologies and technical means that ensure their processing.

Depersonalization of personal data - actions as a result of which it is impossible to determine, without the use of additional information, the belonging of personal data to a specific User or other subject of personal data. Processing of personal data - any action (operation) or a set of actions (operations) performed with or without the use of automation tools with personal data, including collection, recording, systematization, accumulation, storage, clarification (update, change), extraction, use, transfer (distribution, provision, access), depersonalization, blocking, deletion, destruction of personal data.

Contractor - a state body, municipal body, legal entity or individual, independently or jointly with other persons organizing and / or carrying out the processing of personal data, as well as determining the purposes of processing personal data, the composition of personal data to be processed, actions (operations) performed with personal data.

Personal data – any information relating directly or indirectly to a specific or identifiable User of the website. Customer – any visitor who has accepted the license agreement of the website.

Provision of personal data – actions aimed at disclosing personal data to a certain person or a certain circle of persons.

Dissemination of personal data – any actions aimed at disclosing personal data to an indefinite circle of persons (transfer of personal data) or at acquaintance with the personal data of an unlimited number of persons, including the disclosure of personal data in the media, placement in information and telecommunication networks or providing access to personal data in any other way.

Cross-border transfer of personal data is the transfer of personal data to the territory of a foreign state to the authority of a foreign state, a foreign individual or a foreign legal entity. Destruction of personal data - any actions as a result of which personal data is destroyed irrevocably with the impossibility of further restoring the content of personal data in the personal data information system and / or as a result of which material carriers of personal data are destroyed.

3. The Contractor may process the following personal data of the Customer:

- Surname, name, patronymic;
- E-mail address;
- Phone numbers;
- Year, month, date and place of birth;
- Documents.

The above data, hereinafter referred to as the Policy, are united by the general concept of Personal Data.

4. Purposes of personal data processing

The purpose of processing the Customer's personal data is to inform the User by sending emails, providing the User with access to the services, information and/or materials contained on the website.

The Contractor also has the right to send notifications to the User about new products and services, special offers and various events. The user can always refuse to receive informational messages by sending an email to the Contractor with the note "Refusal to notify about new products and services and special offers". Anonymized User data collected using Internet statistics services are used to collect information about the actions of Users on the site, improve the quality of the site and its content.

5. Legal basis for the processing of personal data

The Contractor processes the Customer's personal data only if they are filled in and / or sent by the User independently through special forms located on the site. By filling out the appropriate forms and / or sending your personal data to the Contractor, the User agrees with this Policy.

The Contractor processes anonymized data about the Customer if it is allowed in the settings of the User's browser (the storage of cookies and the use of JavaScript technology are enabled).

6. Obligations of the parties

- The Contractor undertakes to provide legal assistance, if possible, to the client for a fee of 15% of the amount paid.
- The Contractor is prohibited from transferring personal information about customers to third parties, only if necessary.

- The contractor may terminate the contract unilaterally in case of violations of the contract by the customer.
- The customer undertakes to provide all the necessary information to the contractor.
- In case of termination of cooperation unilaterally on the part of the client, the customer is obliged to pay 15% of the amount of the won lawsuit for the services of our company, if the cooperation is terminated after receiving an official court decision in favor of the Customer.
- The customer is obliged not to disclose information to third parties who are not related to the proceedings.

7. The procedure for the collection, storage, transfer and other types of processing of personal data

The security of personal data processed by the Contractor is ensured through the implementation of legal, organizational and technical measures necessary to fully comply with the requirements of the current legislation in the field of personal data protection.

The Contractor ensures the safety of personal data and takes all possible measures to exclude access to personal data of unauthorized persons. The Customer's personal data will never, under any circumstances, be transferred to third parties, except in cases related to the implementation of current legislation.

In case of detection of inaccuracies in personal data, the User can update them independently by sending the Contractor a notification to the Contractor's e-mail address marked "Updating personal data".

The period for processing personal data is unlimited. The Customer may at any time withdraw his consent to the processing of personal data by sending a notification to the Contractor via e-mail to the Contractor's email address marked "Revocation of consent to the processing of personal data".

8. Cross-border transfer of personal data

Prior to the start of the cross-border transfer of personal data, the Contractor is obliged to make sure that the foreign state to whose territory the transfer of personal data is supposed to be carried out provides reliable protection of the rights of personal data subjects.

Cross-border transfer of personal data on the territory of foreign states that do not meet the above requirements can be carried out only if there is a written consent of the subject of personal data to the cross-border transfer of his personal data and / or the execution of an agreement to which the subject of personal data is a party.

9. Final provisions

The Customer can receive any clarifications on issues of interest regarding the processing of his personal data by contacting the Contractor via e-mail.

This document will reflect any changes in the personal data processing policy by the Contractor. The policy is valid indefinitely until it is replaced by a new version.