

INFORMATION FOR THE DATA SUBJECT (ONLINE)

Who is the data controller?

The data controller means a company MENKE LEGAL s. r. o., having its registered office situated at Gorkého 3, 811 01 Bratislava, ID No.: 47 258 799, entered in the Commercial Register by the District Court Bratislava I, Section Sro, Insert 106462/B, the legal person which will be processing your personal data for the purposes defined below.

Who is the data subject?

The data subject is you as a person whose personal data are processed by the data controller.

What is the information of the data subject?

This information explains the process of handling with your personal data you have provided to us and also defines your rights related to the personal data processing.

What is the purpose of your personal data processing?

Your personal data are processed for the following purpose:

- the response to your demand in a submitted contact form; or
- the direct marketing (based on the consent to the processing of the personal data)

We abide by the Code of Conduct adopted by the Slovak Bar Association that explains the processing of personal data by attorneys. You can access the Code of Conduct on the following website:

<https://www.sak.sk/blox/cms/sk/sak/doc/224/225/ event/open>.

Which kind of the personal data are collected?

For the purpose of the response to your demand in a submitted contact form and for the direct marketing in the case the consent to the processing of the personal data was given, the data controller collects about your person the following personal data:

- *name, surname, title,*
- *e-mail address,*
- *telephone number,*
- *the personal data listed in the accompanying report,*
- *IP address.*

What kind of institutions are your personal data shared with?

- Your personal data are processed by the software available to all of the data controller's employees, mainly for the purpose of the proper accounting.
- Your personal data collected for the purpose of the direct marketing are not shared with any third parties and the solely purpose of their processing is the direct marketing of our company.

„Cookie“ on our webpage

Our company uses cookies on its webpage menke-legal.com. The collection of the cookies is conditioned to your consent. The cookies are small text documents consisting of a number of numbers and letters that are stored on your computer's hard disk by a web browser and also can uniquely identify your computer and your IP address.

Our company uses the cookies for the following purposes:

- responsibility,
- possibility to communicate by e-mail,
- user identification and his cookie using agreement.

You can control and/or delete cookies at your discretion - you can find the details on the web page www.aboutcookies.org. You can delete all cookies on your computer, and set up most web browsers to not save them on your computer. In this case you will have to enter the same information upon every visit and some functions and services will not work.

Using Google Analytics a Google Remarketing

At webpage www.menke-legal.com can be used the services of the third parties such as Google Inc. Analytics and Remarketing or Adobe Omniture and so on. For these services, the cookies are used. Using these services of the third parties we analyse visit and use of our webpage. We share the collected information about the use of our webpage with the analytical services providers to evaluate it. Even though your personal data are transferred to the third parties abroad, your personal data are always anonymized by truncating the IP address of the last three places to prevent a clear assignment to a particular individual. There is also a possibility to sign out of these analytical services by expressing a disagreement with the use of cookies on our webpage.

Processing your personal data by the Cloud computing

Our company uses the cloud for internal communication or communication with the affiliated companies. The cloud computing is mainly used to increase employee productivity and mobility, internal collaboration on documents and information assets of individual authorised persons. We use web portals to cooperate with our employees and partners, to share and create information. For the purpose of the protection of the data shared within the cloud computing, we use advanced technical and software tools to encrypt data to preserve the protection and integrity of the shared data.

Foreign transfer of the personal data

Your personal data will not be transferred outside the territory of the Slovak Republic. This is not applicable in the case of your explicit consent to the transfer of your personal data abroad or for the purpose to provide the ordered services abroad.

What is the time period of the personal data maintain?

Your personal data will be maintained in accordance with Act No. 395/2002 Coll. on archives and registers and on amendments to certain laws as amended. Your personal data collected for the purpose of the direct marketing will be processed until your consent to process them has been withdrawn.

Right to access to your personal data and right to rectification

You have the right to request for an access to your personal data at any time. You have the right to request a confirmation of the processing of your personal data and to request a copy of your personal data. If you are interested in issuing a confirmation or a copy of some kind of your personal data or all of your personal data, do not hesitate to send us your request to our email: gdpr@menke-legal.com or to the address: MENKE LEGAL s. r. o., with the registered office situated at Gorkého 3, 811 01 Bratislava, or you can request us for confirmation or copy of your personal data, personally.

If your personal data has changed, you can request us for an update, or completion of your personal data, personally. You have also the right to request us to have your incomplete personal data completed. Our company will, without any undue delay, make a rectification or completion of your personal data upon the delivery of the request for such an act, personally, by e-mail: gdpr@menke-legal.com or by the post to: MENKE LEGAL s. r. o. with the registered office situated at Gorkého 3, 811 01 Bratislava.

Right to erasure and right to restriction of processing your personal data

You have the right to request us for an erasure, or restriction of processing of your personal data, either personally, by e-mail: gdpr@menke-legal.com or by the post to: MENKE LEGAL s. r. o. with the registered office situated at Gorkého 3, 811 01 Bratislava.

Personal data processed on the basis of consent to the processing of personal data for the marketing purposes will be erased immediately upon the delivery of the request for erasure of such data, or immediately upon withdrawal of consent to the processing of personal data.

Right to your personal data portability

If you no longer want your personal data collected on the basis of your consent, to be processed by our company, but you want your personal data collected on the basis of your consent to be processed by another subject, you may request us to provide you your personal data personally, by e-mail: gdpr@menke-legal.com or by the post to: MENKE LEGAL s. r. o. with the registered office situated at Gorkého 3, 811 01 Bratislava.

Your personal data will be provided to you without undue delay in a commonly used and machine-readable format.

Right to object of processing your personal data

Your personal data will be used for marketing purposes only if you have consented to such use expressly when granting your consent to the processing of your personal data. If you consented with the processing your personal data for the direct marketing purposes, you may withdraw this consent at any time, personally, by e-mail: gdpr@menke-legal.com or by the post to: MENKE LEGAL s. r. o. with the registered office situated at Gorkého 3, 811 01 Bratislava.

Automated individual decision-making, including profiling

Your personal data will not be processed for automated decision-making or including profiling.

How you can withdraw your consent to the processing of personal data?

Your consent to the processing of personal data may be withdrawn at any time and in any form, mainly personally, by e-mail: gdpr@menke-legal.com or by the post to: MENKE LEGAL s. r. o. with the registered office situated at Gorkého 3, 811 01 Bratislava.

The consent may be also withdrawn severally to one of the personal data or collectively. Once your consent has been withdrawn, your personal data will not be further processed and will be destructed without delay.

The withdrawal of your consent is solely applicable to those categories of the personal data for which the consent has been granted. It is not applicable to personal data processed on the base of the law or a healthcare agreement.

What if your rights have been violated during processing your personal data?

If you believe that your rights have been violated in the processing of your personal data, or your personal data are not processed for such purpose or to the extent that was agreed, you have the right to contact the Data Protection Authority, with the registered office situated at Hraničná 12, 820 07 Bratislava.