

Privacy Policy

I. Who Are We?

We are **Cisek, advokátní kancelář s.r.o.**, Company ID No.: 09761098, with its registered office at Jana Babáka 2733/11, Královo Pole, 612 00 Brno, registered in the Commercial Register under file No. C 120715 at the Regional Court in Brno (hereinafter referred to as “**Cisek.**”).

We are your partners in legal advisory services and business, and in this capacity, we may sometimes act as the controller of your personal data. We understand the law – and you.

At Cisek., the protection of your personal data is our top priority. If you have any questions regarding your personal data or its processing, or if you wish to exercise any of your rights, you may contact us at the email address office@akcisek.cz.

II. When Do We Process Your Personal Data?

As lawyers, we may process your personal data in various situations, for example if:

- you use our website at www.akcisek.cz;
- you communicate with us in any way (by phone, e-mail, via the website contact form, etc.);
- you have subscribed to our newsletter;
- you have requested that we send you an e-book;
- you have registered for training sessions organized by us;
- we provide legal services to you; or
- our clients enter into contracts with you or you participate in legal dealings of our clients (e.g. you are a counterparty, business partner, or supplier).

We process your personal data both manually (e.g. in the form of physical documents that are part of our files) and automatically (as our files are also kept in electronic form and we also use, for example, a system for sending newsletters).

All processing of personal data, regardless of how it is obtained, is carried out in compliance with applicable legal regulations and secured by appropriate measures to protect your personal data. Your privacy and confidentiality are key concerns for us, and our practice respects all statutory requirements for personal data protection.

III. For What Purposes and How Do We Process Personal Data?

A. Performance of a Contract

Purpose of processing	If you have concluded a contract for the provision of legal services with Cisek., we process your personal data and the personal data of third parties that you provide to us in the course of performing the contract and providing legal services (e.g. your employees or business partners).
Categories of personal data processed	Typically, we process your first name, last name, company name, Company ID No., VAT ID No., personal identification number, date of birth, contact address, e-mail address, telephone number, residential address, registered office address, bank account number and other transaction data, or any other data you provide to us.
Legal basis	Performance of a contract.
Processing period	For the duration of the contract or until all your instructions have been fulfilled, and subsequently for 10 years after the termination of the contractual relationship.

Personal data of third parties mainly concerns employees of our clients or contractual partners and other information received from our clients or contractual partners, for example personal data of persons involved in legal disputes of our clients. Such personal data is used exclusively for the purpose of fulfilling contractual arrangements with our clients and partners.

The processing of third-party personal data takes place throughout the duration of the contractual relationship and in accordance with the relevant legal regulations. If there is a legitimate need to store this data in connection with a specific case, it will be stored even after the expiry of the contractual relationship, as will the personal data specified in Section III.A.

B. Handling Your Enquiries and Requests

Purpose of processing	If you contact Cisek. by e-mail, telephone, post, online form on the website, or other means of communication, your personal data is processed for the purpose of handling your enquiry or request.
Categories of personal data processed	For this purpose, we process only the personal data that you provide to us yourself when

	submitting inquiries and requests. Most commonly, for this purpose we process your first name, last name, company name, contact address, email address, telephone number, and, where applicable, any other information you provide to us.
Legal basis	Your request and the legitimate interest of Cisek. in handling your enquiries and requests.
Processing period	Until your request is handled and subsequently for an additional 3 years.

C. Fulfilling Legal Obligations

Purpose of processing	Cisek. is subject to a number of legal regulations, some of which impose obligations involving the processing of personal data, particularly of our clients.
Categories of personal data processed	Only personal data required by applicable legal regulations, most commonly first name, last name, company name, Company ID No., VAT ID No., personal identification number and date of birth.
Legal basis	Compliance with legal obligations under applicable legal regulations.
Processing period	For the period required by the relevant legal regulations.

D. Sending Newsletters and Service Offers

Purpose of processing	To inform you about legal updates, blog articles or new products, we may process your personal data for the purpose of sending newsletters and service offers.
Categories of personal data processed	Only personal data necessary for sending commercial communications, most commonly first name, last name, company name and contact address. Providing your first name, last name and company name is optional and not a condition for subscribing to the newsletter.
Legal basis	If you are our client, the legal basis for the processing is the legitimate interest of Cisek. On the basis of legitimate interest, we may send our clients only offers of services similar to those they already receive from us. If you subscribed to our newsletter via our website, whether separately or

	<p>together with a request for our e-book or a registration for a training course organized by us, the legal basis for the processing is your consent. If you no longer wish to receive our newsletter, you may unsubscribe via the link included in each individual newsletter.</p>
Processing period	<p>Where the legal basis for the processing is the legitimate interest of Cisek., we will process your personal data for the duration of our contractual relationship and subsequently for a maximum period of two years, unless you unsubscribe from receiving such offers or object to such processing.</p> <p>Before we stop sending offers, we may send you an e-mail asking whether you wish to continue receiving our newsletter. If you confirm your interest, we will continue to process your personal data for the purpose of sending the newsletter on the basis of your consent. If you do not confirm your interest, we will no longer process your personal data.</p> <p>Where the legal basis for the processing is your consent, we will process your personal data for the duration of such consent, but no longer than until it is withdrawn.</p> <p>You may unsubscribe from the newsletter or offers at any time by clicking the unsubscribe link included in each email sent or by contacting us at the email address office@akcisek.cz.</p>

E. Sending an E-Book

Purpose of processing	To send you the material you requested via a form on our website.
Categories of personal data processed	For this purpose, Cisek. always processes at least your email address and, only if you provide them to us, also your first name and last name (the provision of which is voluntary and is not a condition for sending the e-book).
Legal basis	Performance of a contract or fulfillment of your request.

Processing period	For the purpose of fulfilling your request and for statistical purposes (overview of e-book requests), for a maximum of 3 years. We will not send you commercial offers unless you also give consent to receive newsletters (in which case section D applies).
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F. Participation in an Online Event Organized by Cisek.

Purpose of processing	If you register for an event organized by Cisek. (especially an online seminar), we process your personal data to enable your access to the selected platform.
Categories of personal data processed	For this purpose, Cisek. processes only your first name and last name and your email address, or, where applicable, the content of the feedback if you have provided it to us. The provision of your first name, last name and company name is optional and is not a condition for registering to participate in the event.
Legal basis	Performance of a contract or fulfillment of your request to participate in the event.
Processing period	Until the event takes place and subsequent processing of your feedback, unless you also consent to receiving marketing communications (in which case section D applies).

G. Protection of Legitimate Interests

Purpose of processing	When providing legal services, Cisek. may also process personal data for the purpose of protecting legitimate interests – its own, those of its clients, or third parties.
Categories of personal data processed	In particular first name, last name, company name, Company ID No., VAT ID No., contact address, residential address, registered office address, e-mail address, telephone number, bank account number, transaction data, personal identification number, date of birth and other information.
Legal basis	Legitimate interest.
Processing period	For 3 years from the commencement of processing, unless otherwise required by law (e.g. regulations governing the practice of law) or

	if there is a justified need to retain the data for a longer period in connection with a specific case.
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H. Ensuring Electronic Execution of Legal Documents

Purpose of processing	If electronic signing of documents is required in the course of legal services or other cooperation, Cisek. processes your personal data to ensure electronic signing via appropriate technical tools and systems.
Categories of personal data processed	Only personal data necessary for the proper functioning of electronic signature systems, in particular first name, last name, e-mail address, telephone number, IP address, and information about your browser and operating system.
Legal basis	Legitimate interest in evidencing the signing of a specific document and compliance with legal obligations.
Processing period	We process your telephone number and e-mail address for the purpose of verifying your identity during the signing process for a period of 6 months. The signed document itself and the data contained therein are processed for a period of 10 years from the termination of the provision of legal services.

IV. Other Recipients and Processors of Your Personal Data

In some cases, your personal data may also be processed by other entities.

A. Public Authorities

Cisek. may disclose your personal data to public authorities if required by law or if necessary to protect the legitimate interests of Cisek. or third parties.

Such disclosure is always carried out in accordance with applicable legal regulations and secured by appropriate safeguards.

B. Contractual Partners

In certain situations, contractual partners of Cisek. may have legitimate access to your personal data if appropriate and proportionate to the purpose for which the data was collected and processed.

List of contractual partners who may have access to your personal data:

- PEKAB spol. s r.o., Company ID No.: 25316699, with its registered office at Haraštova 370/22, Tuřany, 620 00 Brno, registered in the Commercial Register maintained by the Regional Court in Brno under file No. C 24877;
- Single Case, s.r.o., Company ID No.: 02894815, with its registered office at Letenské sady 1500/80, Holeřovice, 170 00 Prague 7, registered in the Commercial Register maintained by the Municipal Court in Prague under file No. C 225059;
- Semibold s.r.o., Company ID No.: 14231611, with its registered office at Americká 415/36, Vinohrady, 120 00 Prague 2, registered in the Commercial Register maintained by the Municipal Court in Prague under file No. C 362422;
- Digital factory s.r.o., Company ID No.: 06988377, with its registered office at Sokolovská 694/102a, Karlín, 186 00 Prague 8, registered in the Commercial Register maintained by the Municipal Court in Prague under file No. C 292620;
- ECOMAIL.CZ, s.r.o., Company ID No.: 02762943, with its registered office at Na Zderaze 1275/15, Nové Město, 120 00 Prague 2, registered in the Commercial Register maintained by the Municipal Court in Prague under file No. C 223183;
- Bc. Johana Bartoňová, Company ID No.: 21499373, place of business at Česká 143/62, České Budějovice 1, 370 01 České Budějovice (marketing campaign administrator);
- Nehoupat, s.r.o., Company ID No.: 06895387, with its registered office at Purkyňova 648/125, Medlánky, 612 00 Brno, registered in the Commercial Register maintained by the Regional Court in Brno under file No. C 104969;
- Webflow, Inc., 398 11th Street, 2nd Floor, San Francisco, CA 94103, USA; and
- Microsoft Corporation, One Microsoft Way, Redmond, WA 98052, USA.

If necessary, other of our partners may also be granted ad hoc access to your personal data.

Such a transfer is always conducted in accordance with the relevant legal provisions and secured by appropriate measures to protect your personal data.

V. Your Rights and Other Relevant Information

A. Right of access to personal data

You have the right to obtain detailed information about how your personal data are processed, including the purposes of processing, categories of personal data, recipients, retention periods, and other important aspects. If you have any questions or requests regarding the processing of your personal data, you may contact us via e-mail at office@akcisek.cz or by post at the following address: Jana Babáka 2733/11, 612 00 Brno.

B. Right to Rectification of Personal Data

If you find that we are processing inaccurate or incomplete personal data about you, you have the right to request their prompt correction or completion to ensure that your data is accurate and up to date.

C. Right to erasure (right to be forgotten)

If you request the deletion of your personal data, we will erase your data if it is no longer necessary for the original purposes of processing, if your consent to processing has been withdrawn (where the data were processed based on consent), if there are no other legal grounds for processing your personal data, or if the processing was carried out unlawfully. We emphasize that the right to erasure may not always be applicable, for example in cases where your data are necessary for the exercise of the right to freedom of expression and information, or for purposes of archiving in the public interest, research, or statistical purposes.

D. Right to restriction of processing

Until any disputes regarding the processing of your personal data are resolved, you have the right to request the restriction of the processing of your personal data. During the restriction period, we may process your personal data only with your consent, or for the purpose of providing legal services or defending legal claims, protecting the rights of third parties, or for an important public interest. Restricting processing may, for example, be appropriate in cases where the accuracy of your personal data is being verified, or if you have raised an objection to the processing.

E. Right to data portability

You have the right to receive personal data concerning you in a structured, commonly used, and machine-readable format. This right applies to personal data that you have provided to us and whose processing was based on consent or a contract. You may also request the transfer of these data to another controller, where technically feasible. It should be noted that this right may be limited if it would jeopardize the rights and freedoms of others.

F. Right to object

You have the right to object to the processing of personal data carried out for the purposes of performing a task in the public interest or in the exercise of official authority, or for the purposes of protecting the legitimate interests of Cisek. or the legitimate interests of third parties. If we are subsequently unable to demonstrate the existence of a compelling legitimate reason for processing that overrides your interests

Cisek.

or your rights and freedoms, the processing of your personal data will be stopped based on your objection.

G. Other Relevant Information

Your requests are generally handled free of charge. If requests are manifestly unfounded or excessive (in particular if repetitive), we may charge a reasonable fee or refuse to act on the request.

If you wish to exercise any of the above rights, please contact us at office@akcisek.cz.

The activities of the firm as a personal data controller are supervised by the Office for Personal Data Protection (Úřad pro ochranu osobních údajů), where you may lodge a complaint if you are dissatisfied. More information is available at www.uoou.gov.cz.

VI. Effectiveness

This Privacy Policy is effective as of 1 April 2026.