

## Information on data processing by our attorneys

### Information on data processing

1. This data protection information applies to data processing by:

Controller: factum Partnerschaft mit beschränkter Berufshaftung (hereinafter: "factum"), Eschersheimer Landstraße 14, D-60322 Frankfurt am Main, Germany, Email: [datenschutz@factum-legal.com](mailto:datenschutz@factum-legal.com), Telephone: +49 (0)69 – 74 74 9-0, Fax: +49 (0)69 –74 74 9-100.

The company data protection officer at factum is Mr. Frank Tykwer, attorney at law, who can be contacted at the following address: DBS für Notare und Ärzte GmbH, Cäcilienhöhe 173, 45657 Recklinghausen, Germany, or at [rechtsanwalt@dr-tykwer.de](mailto:rechtsanwalt@dr-tykwer.de).

### 2. Collection and storage of personal data

When you engage our services, we collect the following information:

- Title, first name, last name,
- a valid email address,
- address,
- telephone number (landline and/or mobile)
- Information necessary for the assertion and defense of your rights within the scope of the mandate.

This data is collected:

- To be able to identify you as our client;

- to provide you with appropriate legal advice and representation;

- for correspondence with you;

- for invoicing purposes;

- to handle any liability claims and asserting any claims against you.

Data processing is carried out at your request and is necessary for the purposes mentioned in accordance with Art. 6 (1) (b) GDPR for the appropriate processing of the mandate and for the mutual fulfillment of obligations arising from the mandate agreement.

The personal data collected by us for the purpose of the mandate will be stored until the expiry of the statutory retention period for lawyers (6 years after the end of the calendar year in which the mandate was terminated) and then deleted, unless we are obliged to store it for a longer period in accordance with Article 6 (1) (c) GDPR due to tax and commercial law storage and documentation obligations (from the German Commercial Code (HGB), Criminal Code (StGB) or Fiscal Code (AO)) or you have consented to further storage in accordance with Art. 6 (1) (a) GDPR.

### 3. Transfer of data to third parties

Your personal data will not be transferred to third parties for purposes other than those listed below.

Insofar as this is necessary for the processing of client relationships with you in accordance with Art. 6 (1) (b) GDPR, your personal data will be

disclosed to third parties . This includes, in particular, disclosure to opposing parties and their representatives (in particular their lawyers) as well as courts and other public authorities for the purpose of correspondence and to assert and defend your rights. The data disclosed may only be used by the third party for the purposes stated.

Attorney-client privilege remains unaffected. Insofar as data is subject to attorney-client privilege, it will only be disclosed to third parties in consultation with you.

#### 4. Rights of data subjects You have the right:

- pursuant to Art. 7 (3) GDPR to revoke your consent at any time. As a result, we will no longer be allowed to continue processing data based on this consent in the future;
- pursuant to Art. 15 GDPR, you may request information about your personal data processed by us. In particular, you can obtain information about the purposes of processing, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing or objection, the existence of a
- to object to the processing;
- pursuant to Art. 20 GDPR, to receive your personal data that you have provided to us in a structured, commonly used, and machine-readable format or to request its transmission to another controller; and
- to lodge a complaint with a supervisory authority pursuant to Art. 77 GDPR. As a rule, you can contact the supervisory authority of your usual place of residence or workplace or our law firm's registered office for this purpose.

right of appeal, the origin of your data if it was not collected by us;

- as well as the existence of automated decision-making including profiling and, if applicable, meaningful information on its details;
- to request the immediate correction of inaccurate or incomplete personal data stored by us in accordance with Art. 16 GDPR;
- to request the erasure of your personal data stored by us in accordance with Art. 17 GDPR, unless the processing is necessary for exercising the right of freedom of expression and information, for compliance with a legal obligation, for reasons of public interest, or for the establishment, exercise, or defense of legal claims;
- to request the restriction of the processing of your personal data in accordance with Art. 18 GDPR, insofar as the accuracy of the data is disputed by you, the processing is unlawful, but you refuse to have it deleted and we no longer need the data, but you need it to assert, exercise or defend legal claims, or you can object to the processing in accordance with Art. 21 GDPR

#### 5. Right to object

If your personal data is processed on the basis of legitimate interests pursuant to Art. 6 (1) (f) GDPR, you have the right to object to the processing of your personal data pursuant to Art. 21 GDPR, provided that there are reasons for this arising from your particular situation.

If you wish to exercise your right to object, simply send an email to [datenschutz@factum-legal.com](mailto:datenschutz@factum-legal.com) .