

## Notes on data processing

### 1. Name and contact details of the controller

This data protection information applies to data processing by:

Responsible party: **Schoch & Topel - Partnerschaft von Rechtsanwälten mbB, Käthe Kollwitz-Straße 73, 04109 Leipzig, Germany**

Email: **SchochundTopel@t-online.de**

Phone: **+49 (0)341 - 9832000**

Fax: **+49 (0)341 - 9832003**

Those responsible can be contacted at the above address or at SchochundTopel@t-online.de.

### 2. Collection and storage of personal data as well as type and purpose and their use

When you mandate us, we collect the following information:

- Title, first name, last name,
- a valid e-mail address,
- Address,
- Telephone number (landline and/or mobile), fax number
- Bank details,
- 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 be able to provide you with appropriate legal advice and representation;
- for correspondence with you;
- for invoicing;
- for the settlement of any existing liability claims and the assertion of any claims against you
- for payment processing;

The data processing is carried out at your request and is necessary for the purposes mentioned for the appropriate processing of the mandate and for the mutual fulfillment of obligations arising from the mandate agreement in accordance with Art. 6 para. 1 sentence 1 lit. b GDPR.

The personal data collected by us for the mandate will be stored until the expiry of the statutory retention obligation 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 of time in accordance with Article 6 para. 1 sentence 1 lit. c GDPR due to tax and commercial law storage and documentation obligations (from HGB, StGB or AO) or you have consented to further storage in accordance with Art. 6 para. 1 sentence 1 lit. a GDPR.

### 3. Disclosure 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 in accordance with Art. 6 para. 1 sentence 1 lit. b GDPR for the processing of client relationships with you, your personal data will be passed on to third parties. This includes in particular the 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

for the assertion and defense of your rights. The data passed on may be used by the third party exclusively for the stated purposes.

The attorney-client privilege remains unaffected. Any data subject to attorney-client privilege will only be disclosed to third parties in consultation with you.

#### **4. Rights of data subjects**

You have the right:

- in accordance with Art. 7 para. 3 GDPR, to withdraw your consent once given to us at any time. As a result, we may no longer continue the data processing that was based on this consent in the future;
- to request information about your personal data processed by us in accordance with Art. 15 GDPR. In particular, you can request information about the processing purposes, 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 right to lodge a complaint, the origin of your data if it was not collected by us, and the existence of automated decision-making including profiling and, if applicable, meaningful information about its details;
- in accordance with Art. 16 GDPR, to immediately request the correction of incorrect or incomplete personal data stored by us;
- in accordance with Art. 17 GDPR, to demand the deletion of your personal data stored by us, unless the processing is necessary to exercise the right to freedom of expression and information, to fulfill a legal obligation, for reasons of public interest or to assert, exercise or defend legal claims;
- in accordance with Art. 18 GDPR, to demand the restriction of the processing of your personal data, insofar as the accuracy of the data is disputed by you, the processing is unlawful, but you oppose its erasure and we no longer need the data, but you require it for the establishment, exercise or defense of legal claims or you have objected to processing pursuant to Art. 21 GDPR;
- in accordance with 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 that it be transmitted to another controller and
- to lodge a complaint with a supervisory authority in accordance with Art. 77 GDPR. As a rule, you can contact the supervisory authority at your usual place of residence or workplace or at the registered office of our law firm.

#### **5. Right of objection**

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

Would you like you from your right of objection exercise right to object, is sufficient an e-mail to SchochundTopel@t-online.de.