



PRIVACY POLICY IN ACCORDANCE WITH THE GENERAL DATA PROTECTION REGULATION

1. Name and contact details of the controller and the company data protection officer

This privacy policy applies to data processing by Knauthe Rechtsanwälte Partnerschaft mbB.

Responsible person according to Art. 4 (7) EU General Data Protection Regulation (GDPR) is Knauthe Rechtsanwälte Partnerschaft mbB (hereinafter: KNAUTHE), Leipziger Platz 10, D-10117 Berlin, Germany, E-Mail: berlin@knauthe.com, Phone: +49 (0) 30 - 206 70 00, Fax: +49 (0) 30 - 206 70 1800.

The external data protection officer (Mrs. Anja Andresen, GAMMARAY M.IT Company mbH) is listed under the above mentioned address or can be reached at dsb@knauthe.com.

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

If you mandate or charge us, we may collect the following information:

- Salutation, first name, last name
- Communications data,
- Biometric data (identity documents),
- Residence permits,
- Nationality,
- Denomination,
- Bank data,
- Employee data,
- Marital status
- Birth / place of birth,
- Gender,
- Salary data,
- Union membership,
- Information on employment restrictions,
- Data on misdemeanors and offenses,
- Seizures,
- Social Security data,
- Control data,
- Information necessary for the assertion and defense of your rights under the mandate / the matter.

In addition, we process personal data that we have legitimately gained from publicly available sources (trade-, cooperative-, association register) and are allowed to process.

The collection of this data takes place in order to

- identify you as our client / participant;
- identify and avoid conflicts of interest with other mandates / participants;
- provide you with adequate legal and notarial advice and representation and to be able to fulfill the contractual obligations;
- carry out the mandate / notarial commission;
- communicate with you;
- issue invoices;
- processing of any existing liability claims and the assertion of any claims against you.

The data processing is based on your request and is in accordance with Art. 6 (1) page 1 lit. b GDPR for the stated purposes for the adequate processing of the mandate / notarial mandate and for the mutual fulfillment of obligations from the mandate contract or from the commissioning of our notaries. The personal data collected by us for the commissioning / notarial commission will become valid 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, or a further 4 years pursuant to § 199 (3) Nr. 1 BGB) and notaries (30 years according to § 199 (3a) BGB, § 5 (4) DONot or 100 years according to § 5 (4) DONot) stored and deleted thereafter, unless according to Art. 6 (1) page 1 lit. c GDPR are obliged to a different storage on the basis of tax and commercial requirements for storage and documentation (from HGB, StGB or AO) or you are obliged to make further storage in accordance with Art. 6 (1) sentence 1 lit. a GDPR have consented. Excluded from the

deletion are the perpetual so-called header data of the mandate / of the person involved (full name of the client / participant, name of the opponent, name of the legal representative, short name of the mandate subject).

The data processing is based on legal requirements. In addition, as a company, we are subject to various legal obligations. That means legal requirements (e.g. money laundering law, tax laws, anti-terrorism laws, etc.) as well as regulatory requirements (e.g. of the district court president, the professional chambers, the European Central Bank, the European Savings Banks Supervisory Authority, the Deutsche Bundesbank and the Federal Financial Supervisory Authority, among others). The purposes of processing include, inter alia, identity and age checks, fraud and money laundering prevention, compliance with tax control and reporting obligations, and the assessment and management of risks. Such processing results from Art. 6 (1) lit. c GDPR, according to which processing is necessary to fulfill a legal obligation.

Data transfer to third countries (states outside the European Economic Area -EEA) only takes place if they are not expressly permitted.

For data transmission in third countries (states outside the EU / EEA), the provisions of the GDPR, the BDSG (neu) as well as other context-related legal bases for cross-border data traffic apply.

3. Transfer to third parties

A transfer of your personal data to third parties for purposes other than those listed below does not take place. Insofar as this is required by Art. 6 (1) page 1 lit. b GDPR for the settlement of mandate or contractual relationships with you, your personal data will be passed on to third parties. This includes in particular the passing of procedures opponents and their representatives (in particular their lawyers), as well as courts and other public authorities for the purposes of correspondence or the execution of notarial acts and to assert and defend your rights. The information shall also, if and to the extent we are required by law (for example, in appeal proceedings in the courts or the professional rules and chambers).

The transferred data may be used by the third party exclusively for the stated purposes. In case of a possible liability case for faulty advice by one of our lawyers / notaries we share our professional liability insurance required for the handling of the case information. The lawyer's and notary's secret remains untouched. As far as data are concerned, which are subject to the lawyer's and notary's secret, a passing on to third parties takes place only in agreement with you.

4. Affected rights

You have the right:

- to revoke your once given consent to us at any time pursuant to Art. 7 (3) GDPR. As a result, we are no longer allowed to continue the data processing based on this consent for the future;
- to request information about your personal data processed by us in accordance with Art. 15 GDPR. In particular, you can provide information on the processing purposes, the category of personal data, the categories of recipients to whom your data has been disclosed, the planned retention period, the right to rectification, deletion, limitation of processing or opposition, the existence of a The right to complain, the source of their data, if not collected from us, and the existence of automated decision-making, including profiling and, where appropriate, meaningful information about their details;
- to immediately demand the correction of incorrect or completed personal data stored by us pursuant to Art. 16 GDPR;
- to demand the deletion of your personal data stored with us, unless the processing for the exercise of the right to free expression and information, to fulfill a legal obligation, for reasons of public interest or to assert, exercise or defense of legal claims is required pursuant to Art. 17 GDPR;
- pursuant to Art. 18 GDPR to demand the limitation of the processing of your personal data, as far as the accuracy of the data is disputed by you, the processing is unlawful, but you reject their deletion and we no longer need the data, but you this for assertion, exercise or Defense of legal claims or you have filed an objection against the processing according to Art. 21 GDPR.
- pursuant to Art. 20 GDPR to receive your personal data provided to us in a structured, standard and machine-readable format or to request the transfer to another person in charge and
- pursuant to Art. 77 GDPR to complain to a regulator. As a rule, you can contact the supervisory authority of your usual place of residence or work or our office.

5. Right of objection

If your personal data are based on legitimate interests in accordance with Art. 6 (1) sentence 1 lit. f GDPR are processed, you have the right to file an objection against the processing of your personal data in accordance with Art. 21 GDPR, provided there are reasons for this arising from your particular situation. If you would like to exercise your right to object, just send an e-mail to dsb@knauthe.com.

www.knauthe.com