

# **Privacy notice – Duty to provide information pursuant to Articles 13 and 14 General Data Protection Regulation (‘GDPR’)**

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

This privacy notice applies to data processing activities by:

Controller: DR. HOSSER Rechtsanwalt, Dr. Marcus Hossler

Bismarckstr. 61, 76133 Karlsruhe/Germany

Email: [anwalt@dr-hosser.de](mailto:anwalt@dr-hosser.de)

Phone: +49 (0)721 – 46 719 044

Fax: +49 (0)721 – 46 719 045

## **2. Collection and storage of personal data; Type and purpose of the use of data**

When instructing us, or for the purpose of preparing the retainer (e.g., the preparation of initial discussions, a review of any potential conflict of interests etc.), we will collect the following information:

- Salutation, first and last name
- A valid email address, communication history
- Address
- Phone number (fixed line and/or mobile network)
- Information which is required to review, assert and defend your rights in connection with the retainer, also if such information relates to third parties (including information regarding the testator, opponent and other parties involved)
- Transaction data (financial accounting)

Those data will be collected:

- so that we can identify you as our client;
- so that we can adequately advise and represent you as our client;
- to conduct correspondence with you;
- for invoicing purposes;
- to settle liability claims and to assert claims against you (if any);
- to settle the financial accounting / online banking

The data processing is made on the basis of your request and is necessary for the purposes specified in the first sentence of Article 6(1)(b) GDPR for the adequate processing of the retainer and the mutual compliance with duties under the retainer.

The personal data collected by us for the retainer will be stored up to the expiry of the statutory retention duties for lawyers (for a period of six years from the end of the calendar year in which the retainer ended) and will be deleted thereafter, unless we are obliged,

pursuant to the first sentence of Article 6(1)(c) GDPR, under retention and documentation duties under tax law and commercial law (German Commercial Code, German Criminal Code or German Fiscal Code), to store the data for a longer period, or you have consented to a longer storage pursuant to the first sentence of Article 6(1)(a) GDPR.

### **3. Communication with business partners, clients, freelance collaborators etc.**

To establish the contact with you, we will, if applicable, send you an email with further information to process your request, your instructions or in connection with our general business relationship. To this end, your email address, the contents of the email and the communication history will be collected. The processing of the data is based on Article 6(1)(b) GDPR, which allows the processing of data to perform a contract or to take steps prior to entering into a contract (attorney-client relationship, contracts with business partners, public authorities, employees). Your data will only be transmitted if this has been coordinated with you or if this is necessary for the current business transaction. Your data will be stored in our systems within the scope of the statutory retention duty.

### **4. Transmission of data to third parties**

Your personal data will not be transmitted to third parties for any purpose other than the following purposes.

To the extent that this is necessary pursuant to the first sentence of Article 6(1)(b) GDPR to perform the attorney-client relationship with you, your personal data will be transmitted to third parties. This includes, in particular, the disclosure to opponents and their representatives (in particular, their lawyers), as well as to courts and other public authorities, for the purpose of communication and the assertion and defence of your rights. The disclosed data may be used by those third parties only for those purposes. In addition, personal data will be transmitted to freelance collaborators of our law firm and external service providers (typing pools, phone receptionist services etc.) which we use in the processing of the retainer.

For the purpose of the disposal of files and data carriers, we will transmit the data to a certified service provider, with which we have entered into an agreement for contract data processing.

In organisational matters, we are assisted by external service providers with a virtual office and a phone answering service. We have entered into an agreement for contract data processing with those service providers.

The attorney-client privilege remains unaffected. Where data are covered by the attorney-client privilege, they will only be disclosed to third parties after consultation with you.

## 5. Rights of data subject

You have the right:

- to withdraw the consent once given at any time by a declaration to us in accordance with Article 7(3) GDPR. This has the consequence that we may no longer perform the processing activities based on that consent;
- to request information concerning your personal data processed by us in accordance with Article 15 GDPR. In particular, you may demand information regarding the purposes of the processing, the categories of the personal data, the categories of recipients to whom your data were, or are, disclosed, the intended storage period, the existence of a right to correction, deletion, restriction of the processing or objection, the existence of a right to complain, the origin of your data which were not collected by us, as well as the existence of automated decision-making and profiling and, if applicable, meaningful information regarding its details;
- to request, without undue delay, the correction of inaccurate personal data concerning you stored by us, or their completion, in accordance with Article 16 GDPR;
- to request the deletion of your personal data stored by us in accordance with Article 17 GDPR, unless the processing is necessary to exercise the right of free expression and information, to perform a legal obligation, for reasons based on public interest, or to assert, exercise or defend legal rights;
- to request the restriction of the processing of your personal data in accordance with Article 18 GDPR if the accuracy of the data is contested by you, if the processing is unlawful but you reject their deletion, and if we no longer require the data, while you require them to assert, exercise or defend legal rights, or if you have objected to the processing in accordance with Article 21 GDPR;
- to be provided with the data provided by you to us in a structured, commonly used and machine-readable format or to request a transmission to another controller in accordance with Article 20 GDPR; and
- to lodge a complaint with a supervisory authority in accordance with Article 77 GDPR. To do this, you can normally contact the supervisory authority of your habitual place of abode or place of work, or the seat of our firm.

## 6. Right to object

If your personal data are processed on the basis of Article 6(1)(a) or Article 9(2)(a) GDPR, or on the basis of legitimate legitimate interests in accordance with the first sentence of Article 6(1)(f) GDPR, you will have the right to object to the processing of your personal data at any time. The lawfulness of the data processing activities already performed will not be affected by the revocation.

To exercise your right to object, the transmission of an email to **anwalt@dr-hosser.de** will suffice.