

Notes on data processing

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

This privacy policy applies to data processing by:

Responsible: Lawyers Schafmeister & Partner, Auguste-Bracht-Weg 1, 32758 Detmold, Germany

Email: info@schafmeister-partner.de

Phone: +49 (0) 5231 92100

Fax: +49 (0) 5231 921050

The operational data protection officer of Schafmeister & Partner is reachable under the o.g. Address or under datenschutz@schafmeister-partner.de

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

If you mandate us, we collect the following information:

- salutation, first name, last name,
- a valid e-mail address,
- Address,
- telephone number (landline and / or mobile)
- Bank Account
- Information necessary to assert and defend your rights under the mandate

These data is collected and processed

- to identify you as our client;
- to provide you with adequate legal advice and representation;
- for correspondence with you;
- for invoicing;
- Cashing out client's money
- to settle possible liability claims and to assert any claims against you;

The data processing is based on your request and is in accordance with Art. 6 para. 1 p. 1 lit. b DSGVO for the above purposes for the appropriate processing of the mandate and for the mutual fulfillment of obligations under the mandate contract required.

The personal data collected by us for the purposes of soliciting our 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 under Article 6 Para. 1 sentence 1 lit. c DSGVO to retain them for a longer period on the basis of tax and commercial duty of storage and documentation (commercial code HGB, penal code StGB or tax code AO) or you have declared your consent to further storage according to Art. 6 para. 1 sentence 1 lit. , a DSGVO.

3. Disclosure of data 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 para. 1 sentence 1 lit. b DSGVO is required for the settlement of client relationships with you, your personal data will be passed on to third parties. This includes in particular the transfer to opponents of the case and their representatives (in particular their lawyers) as well as courts and other public authorities for the purpose of correspondence as well as the assertion and defense of their rights. The transferred data may be used by the third party exclusively for the stated purposes.

The lawyer's secret remains untouched. As far as it concerns data, which are subject to the lawyer's secret, a passing on to third parties takes place only in agreement with you.

4. Affected rights

You have the right:

- pursuant to Art. 7 para. 3 DSGVO, to revoke your once given consent to us at any time. As a result, we are not allowed to continue the data processing based on this consent for the future;
- to request information about your personal data processed by us pursuant to Art. 15 DSGVO. In particular, you may request information about the purposes of processing, the category of personal data, the categories of recipients to whom your information has been disclosed, the planned retention period, the right of rectification, erasure, restriction of processing or opposition, the existence of a right of appeal, the origin of your data if not collected from us, and the existence of automated decision-making, including profiling and, if applicable, meaningful information about their details;
- in accordance with Art. 16 DSGVO, immediately demand the correction of incorrect or completed personal data stored with us;
- to request the deletion of your personal data stored with us, in accordance with Art. 17 DSGVO, unless the processing is required for exercising the right to freedom of expression and information, for the fulfillment of a legal obligation, for reasons of the public interest or for assertion, Exercise or defense of legal rights;
- to demand the limitation of the processing of your personal data in accordance with Art. 18 GDPR, as far as the accuracy of the data is disputed by you, the processing is unlawful, but you reject its deletion and we no longer need the data, but you have the right to Claiming, exercising or defending legal claims or you have filed a protest against the processing according to Art. 21 GDPR;
- in accordance with Art. 20 GDPR to obtain your personal data that you have provided to us in a structured, standard and machine-readable format or to request the transfer to another person in charge and
- to complain to a supervisory authority pursuant to Art. 77 DSGVO. As a rule, you can contact the supervisory authority of your usual place of residence or work or our office.

5. Right to object

If the processing of your personal data is based on legitimate interests in accordance with Art. 6 para. 1 sentence 1 lit. f DSGVO, you have the right to file an objection against the processing of your personal data in accordance with Art. 21 DSGVO, 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 datenschutz@schafmeister-partner.de