

Information on the Processing of Personal Data of our Clients (as at May 2025)

Please note first of all that we as lawyers are bound by a special obligation of confidentiality. The professional secrecy of lawyers goes far beyond the data protection restrictions on the disclosure of personal data to third parties. Information that has been entrusted to BLD Bach Langheid Dallmayr Rechtsanwälte Partnerschaftsgesellschaft mbB ("BLD") by the client within the scope of the client relationship will therefore not be disclosed to unauthorised third parties. If *BLD* uses contributors to work on a certain instruction (e.g. typists or translation agencies), these are also sworn to secrecy by *BLD* and are therefore bound by the special obligation of confidentiality.

We are pleased to provide you with further information on the protection of your personal data hereinafter.

1. Name and Contact Data of the Responsible Body

This information on data protection applies to the processing effected by BLD Bach Langheid Dallmayr Rechtsanwälte Partnerschaftsgesellschaft mbB with its registered office in Cologne:

Theodor-Heuss-Ring 13-15
50668 Cologne
email: koeln@bld.de
Phone: +49 221 944027 - 0
Fax: +49 221 944027 - 7

This information shall of course apply irrespective of the office location at which we process your data.

Data Protection Officer:
Dr Sven-Markus Thiel
Rechtsanwalt/Counsel

You can contact our data protection officer under the above-indicated address or by sending an email to datenschutz@bld.de.

2. Collection and Storage of Personal Data

As a result of the instruction, we collect the following data:

- title (optional);
- form of address, first name, surname;
- a valid email address;

- address, phone number;
- name of the company, department and position;
- information that is necessary for the verification, assertion and defence of your rights in the course of the instruction, which includes – as far as necessary – the processing of health data and other sensitive data.

This data is collected exclusively for the proper implementation and handling of the client relationship, namely

- to be able to identify you as our client;
- to be able to provide you with appropriate advice and representation as lawyers;
- to be able to correspond with you;
- to prepare and subsequently process appointments;
- to be able to correspond with your liability or legal protection insurer;
- for invoicing purposes;
- to handle any possible liability claims;
- for the inclusion in our customer relationship management;
- to be able to assert possible fee claims or any other claims arising from the client relationship.

3. Basis, Purpose and Duration of the Processing

Data processing takes place on the basis of the instruction and pursuant to Art. 6 para. 1 sentence 1 lit. b General Data Protection Regulation ("GDPR"), it is necessary for the purposes mentioned in relation to the adequate processing of the instruction and the mutual fulfilment of obligations from the Terms and Conditions of Engagement.

The personal data we collect for the instruction will be stored until the end of the statutory storage obligation for lawyers' data (6 years from the end of the calendar year in which the instruction was terminated) and then erased. This of course does not apply if we are authorised and/or obliged to store the data for a longer period of time with regard to the specific client relationship – for example due to tax and commercial law provisions (cf. Article 6 para. 1 sentence 1 lit. c *GDPR*), to defend against any liability claims against us or on the basis of an agreement concluded with you (Article 6 para. 1 sentence 1 lit. a *GDPR*).

4. Disclosure of Data to Third Parties

Your personal data will only be disclosed to third parties if this is necessary for the implementation and processing of the client relationship pursuant to Art. 6 para. 1 sentence 1 lit. b *GDPR*. This includes in particular the disclosure to opponents and their representatives (especially their lawyers) as well as to courts, other public bodies and your liability and/or legal protection insurer for the purpose of correspondence as well as for the assertion and defence of your rights. The third party may not use the disclosed data for any other purposes.

The attorney-client privilege remains unaffected. As far as data is concerned that is subject to the attorney-client privilege, your data will only be disclosed to third parties as agreed upon with you.

5. Your Rights as a Data Subject

You have the right:

- pursuant to Art. 7 para 3 *GDPR*, to withdraw your consent which was once given to us at any time without giving any reasons. The consequence of this is that in future we may not continue data processing that was exclusively based on this consent.
- pursuant to Art. 15 *GDPR*, to obtain access to your personal data processed by us and certain further information;
- pursuant to Art. 16 *GDPR*, to obtain without undue delay the rectification of inaccurate personal data or the completion of incomplete personal data stored by us;
- pursuant to Art. 17 *GDPR*, to demand the erasure of your personal data stored by us, unless the processing is necessary for fulfilling a legal obligation (e.g. due to storage periods), for exercising the right of freedom of expression and information, for reasons of public interest or for the establishment, exercise or defence of legal claims;
- pursuant to Art. 18 *GDPR*, to demand the restriction of processing of your personal data, as far as the accuracy of the personal data is contested by you, the processing is unlawful, but you oppose the erasure of the data and we no longer need the data, but they are required by you for the establishment, exercise or defence of legal claims or you have objected to the processing of your personal data pursuant to Art. 21 *GDPR*.
- pursuant to Art. 20 *GDPR*, to receive the personal data which you have provided to us in a structured, commonly used and machine-readable format or to request that it be transferred to another controller;

- pursuant to Art. 77 *GDPR*, to lodge a complaint with a supervisory authority. As a rule, for this purpose you can contact the supervisory authority of your usual place of residence, place of work or of our law firm's place of residence.

6. Right to Object

In case your personal data is processed for the purpose of legitimate interests pursuant to Art. 6 para. 1 sentence 1 lit. 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 make use of your right to object, simply send an email to datenschutz@bld.de.