

Information on the Processing of Personal Data of our Clients (February 2023)

Please note first of all that we as lawyers are bound by a special obligation of confidentiality. The professional secrecy of lawyers goes way beyond the data protection restrictions for the transmission 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 is therefore not passed on 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 give you 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 domiciled in Cologne:

Theodor-Heuss-Ring 13-15

50668 Cologne

e-mail: koeln@bld.de

Phone: +49 221 944027 - 0

Fax: +49 221 944027 - 7

Naturally, they apply regardless of the office location at which the work for the client is conducted.

Data Protection Officer:

Dr. Sven-Markus Thiel
Rechtsanwalt/Counsel

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

2. Collection and Storage of Personal Data

Due to the instruction we collect the following data:

- title (optional);
- salutation, first name, surname;
- a valid e-mail-address;
- address, phone number;
- information that is necessary for the examination, 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.

The collection of these data takes place exclusively for the proper implementation and handling of the client relationship, namely

- to be able to identify you as our client;
- to consult and represent you adequately as lawyers;
- to be able to correspond with you;
- to be able to correspond with your liability or legal protection insurer;
- for invoicing purposes;
- to be able to handle possible liability claims;
- to be able to assert possible fee claims or other claims arising from the client relationship.

3. Basis, Purpose and Duration of the Processing

The data processing takes place because 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 named 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 expiry of the statutory storage obligation for lawyers’ data (6 years from the end of the calendar year in which the instruction was terminated) and will be deleted after that. This does of course not apply if we are authorised and/or obliged to a longer storing with regard to the specific client relationship - e.g. due to provisions with regard to tax law or trade law (cf. Art. 6 para. 1 sentence 1 lit. c *GDPR*), for the defence against possible liability claims against us or due to an agreement concluded with you (Art. 6 para. 1 sentence 1 lit. a *GDPR*).

4. Disclosure of Data to Third Parties

A transmission of your personal data to third parties will only take place if this is necessary for the implementation and handling 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 are concerned that are subject to the attorney-client privilege, a disclosure to third parties is effected only as agreed upon with you.

5. Your Rights as 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 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 performing 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 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 demand the transmission of those data to another controller;

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

6. Right to object

In case your personal data are 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* if reasons for this are given that relate to your particular situation. If you wish to make use of your right to object, it suffices to address an e-mail to datenschutz@bld.de.