

## Information about Data Processing

### 1. NAME AND CONTACT DATA OF THE PARTY RESPONSIBLE FOR PROCESSING (CONTROLLER) AND OF THE COMPANY DATA PROTECTION OFFICER

#### 1.1. Name of the controller

This data protection information applies to data processing by SammlerUsinger Rechtsanwälte Partnerschaft mbB (hereinafter “**SammlerUsinger**”). SammlerUsinger is the data controller as defined in the European General Data Protection Regulation.

#### 1.2. Contact details of the data controller

Address: Hardenbergstrasse 28a · 10623 Berlin

Email: [info@sammlerusinger.com](mailto:info@sammlerusinger.com)

Telephone: +49 30 263 9 509 – 0

Fax: +49 30 263 9 509 – 600

#### 1.3. Company data protection officer

Name: Dr. Frank Tykwer

Address: DSB für Notare und Ärzte GmbH

Cäcilienhöhe 173, 45657 Recklinghausen

Email: [rechtsanwalt@dr-tykwer.de](mailto:rechtsanwalt@dr-tykwer.de)

Telephone: +49 2361 26991

### 2. COLLECTION AND STORAGE OF PERSONAL DATA AS WELL AS THE TYPE AND PURPOSE AND ITS USE

#### 2.1. When you brief us

We collect the following information when you brief us:

- Your title, first name and surname
- A valid E-Mail address for you
- Your address

- Your telephone number (landline network and/or mobile telephone network)
- All information which is necessary for the assertion and defence of your rights within the framework of the client brief.

This data is collected:

- to be able to identify you as our client;
- to be able to provide you with appropriate legal advice and representation;
- for correspondence with you;
- for invoicing;
- to inform you about events of SammlerUsinger;
- for handling any existing liability claims and for the assertion of any claims against you.

Data processing takes place at your request and is necessary pursuant to Art. 6(1) sentence 1 b General Data Protection Regulation for the purposes specified in order to ensure the proper handling of the client brief and for the reciprocal fulfilment of obligations out of the client brief contract.

The personal data we collect for the client brief will be stored until the expiry of the lawyers' statutory duty of safekeeping (6 years after the expiry of the calendar year in which the client brief was ended) and then deleted, unless we have an obligation to store such data for a longer period pursuant to Art. 6(1) sentence 1 c General Data Protection Regulation due to tax and commercial law obligations of safekeeping and documentation (according to the Commercial Code, Criminal Code or Tax Code) or that longer storage is necessary pursuant to Article 6 (1) sentence 1 c General Data Protection Regulation for the purpose of choosing one's own legitimate interests.

## **2.2. When we process contact data from third parties**

If you notify us of your contact data (E-Mail address, business card, etc.) or we have received your contact data through a third party without your direct involvement in the exercise of notarial office (e.g. as an estate agent or advisor), we will collect and store your contact data.

The collection of data pursuant to fig. 2.2 takes place on the basis of Art. 6(1) sentence 1f General Data Protection Regulation in order to be able to contact you at any time for example to inform you about events of SammlerUsinger. Your data will be stored for as long as the data is required for the purpose of use and then subsequently deleted, or until you object to processing.

### **2.3. In case of hospitality for business purposes**

In case of hospitality for business purposes, we will collect and store your name. Processing of such data takes place on the basis of Art. 6 (1) sentence 1 c General Data Protection Regulation in conjunction with the tax law provisions and on the basis of Art. 6(1) f General Data Protection Regulation. Your personal data will be stored until the expiry of the compulsory tax law periods of safekeeping and documentation, and then deleted.

### **2.4. Data processing in the context of videoconferences**

In the context of video conferences, if SammlerUsinger invites to them, the following data in particular are processed:

- Participant data (name, e-mail address),
- content-related statements (verbal and written, e.g. via chat),
- the transmission of sound and images (of the participants but also of their surroundings),
- contents of shared screens.

The processing of this data takes place in particular

- to be able to provide you with appropriate legal advice and representation;
- for correspondence with you;

Pursuant to Art. 6 (1) sentence 1 b DS-GVO, the processing of data for the aforementioned purposes is necessary for the appropriate handling of the mandate and for the mutual fulfillment of obligations arising from the mandate agreement. If you participate in the video conference as a third party and you do not have a direct connection to the clients we advise (e.g. as a broker or consultant), the data processing is based on Art. 6 (1) sentence 1 f DS-GVO.

The data collected in the course of video conferences is not stored.

## **3. FORWARD TRANSMISSION OF DATA TO THIRD PARTIES**

In principle, your personal data will not be forwarded to third parties for purposes other than the purposes listed below. To the extent to which this is necessary pursuant to Art. 6(1) sentence 1 b General Data Protection Regulation for handling client brief relationships with you, your personal data will be transmitted to third parties.

This in particular includes the forward transmission to opponents in legal proceedings and their representatives (in particular their lawyers) as well as courts and other public authorities for the purpose of correspondence and for the assertion and defence of your rights.

The data transmitted may only be used by the third party exclusively for the specified purposes. Attorney-client privilege remains unaffected. To the extent to which the data involved is subject to attorney-client privilege, data will only be transmitted to third parties in consultation with you.

Transmission of the contact data pursuant to fig. 2.2 to third parties only takes place if such transmission to a third party can reasonably be expected, for example so that the third party can make contact in the context of professional work. Contact data will not be transmitted to third parties for the purpose of direct advertising.

We will pass on your data pursuant to fig. 2.3 to a tax advisor and to the tax authorities. Further-reaching transmission of your data over and above this is excluded.

#### **4. RIGHTS OF DATA SUBJECTS**

**4.1.** You have the following rights in relation to us with regard to the personal data which relates to you:

- Right to information
- Right to correction or deletion
- Right to restrict processing
- Right to data transferability.

**4.2.** You also have the right to complain to a data protection supervisory authority about the processing of your personal data by us. Die für mich zuständige Aufsichtsbehörde ist die Berliner Beauftragte für Datenschutz und Informations-freiheit, Friedrichstr. 219, 10969 Berlin, Telefon: 030 13889-0, Telefax: 030 2155050, E-Mail: [mailbox@datenschutz-berlin.de](mailto:mailbox@datenschutz-berlin.de).

#### **5. RIGHT OF OBJECTION**

If your personal data is processed on the basis of legitimate interests as defined in Art. 6(1) sentence 1 f General Data Protection Regulation, you have the right to object to the processing of your personal data pursuant to Art. 21 General Data Protection Regulation if there are grounds for this connected with your specific situation. If you

wish to make use of your right of objection, an E-Mail to [datenschutzbeauftragter@sammlerusinger.com](mailto:datenschutzbeauftragter@sammlerusinger.com) is sufficient.