

Notes on data processing

We attach great importance to data protection and thus we respect and protect your privacy. In accordance with article 13 of the EU General Data Protection Regulation (DSGVO), we inform you here about the way in which we collect, process and use your personal data. We will also inform you of your rights under the applicable data protection law and whom to contact if you have any further questions

1. name and contact details of the controller and the company data protection officer

This privacy policy applies to data processing by:

Gräf & Centorbi Rechtsanwaltsgesellschaft
mbH Isaac-Fulda-Allee 5
55124 Mainz
Email: info@gc-kanzlei.de
Telefon: +49 (0) 61 31 95009-0
Fax: +49 (0) 61 31 95009-91

The data protection officer Jason Komninos can be contacted at the above address or at jason.komninos@gc-kanzlei.de.

2. collection and storage of personal data as well as type and purpose and their use

When we correspond with you, we process the following data from you:

- title, first name, surname, company name
- a valid e-mail address, address of your website
- street address
- telephone number (landline and/or mobile)
- data you continue to provide, such as bank details
- information necessary for the assertion and defence of your rights under the mandate

The collection of this data is carried out by:

- identify you as a contact person
- to be able to correspond with you
- in order to be able to advise and represent you appropriately as a lawyer
- for invoicing
- for the handling of any existing liability claims as well as the assertion of any claims against you

The data processing is carried out at your request and is required according to Art. 6 para. 1 sentence 1 lit. b DSGVO for the stated purposes for the appropriate processing of the mandate and for the mutual fulfilment of obligations arising from the mandate agreement.

The personal data collected by us for the purpose of the mandate will be stored until the end of the legal retention obligation for lawyers (6 years after the end of the calendar year in which the mandate ended) and then deleted, unless we are obliged under Article 6 paragraph 1 sentence 1 lit. c DSGVO due to tax and commercial law retention and documentation obligations (from HGB, StGB or AO) to store them longer or you agreed to store your data beyond Art 6 paragraph 1 sentence 1 lit. a DSGVO.

3. passing on of data to third parties

Your personal data will not be transferred to third parties for purposes other than those listed below.

Insofar as this is necessary in accordance with Art. 6 Para. 1 S. 1 lit. b DSGVO for the processing of client relationships with you, your personal data will be passed on to third parties. The data passed on may be used by the third party exclusively for the purposes mentioned. This includes in particular the disclosure to opponents of proceedings and their representatives (in particular their lawyers) as well as courts and other public authorities for the purpose of correspondence and for asserting and defending your rights.

The attorney-client privilege remains unaffected. As far as data is concerned which is subject to the attorney-client privilege, it will only be passed on to third parties in consultation with you.

4. correspondence

We would like to point out that only limited confidentiality is guaranteed for correspondence via unencrypted e-mails. At your request, e-mail attachments will be sent in encrypted form.

5. rights of the persons concerned

You have the right:

- in accordance with Art. 7 para. 3 DSGVO, to revoke your consent to us at any time. As a result, we are no longer allowed to continue processing data based on this consent in the future.

- to request information about your personal data processed by us in accordance with 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 data have been or will be disclosed, the planned storage period, the existence of a right to rectification, deletion, restriction of processing or objection, the existence of a right of appeal, the origin of your data, if these have not been collected by us, and the existence of automated decision-making including profiling and, if applicable, meaningful information on their details.

- to immediately request the correction of incorrect or complete personal data stored by us in accordance with Art. 16 DSGVO.

- to request the deletion of your personal data stored by us in accordance with Art. 17 DSGVO, unless the processing is necessary to exercise the right to freedom of expression and information, to fulfil a legal obligation, for reasons of public interest or to assert, exercise or defend legal claims.

- pursuant to Art. 18 DSGVO, to restrict the processing of your personal data if you dispute the accuracy of the data, if the processing is unlawful but you refuse to delete the data and we no longer need the data, but if you need it to assert, exercise or defend legal claims or if you have filed an objection to the processing pursuant to Art. 21 DSGVO.

- to receive your personal data, which you have provided to us, in a structured, current and machine-readable format in accordance with Art. 20 DSGVO or to request the transmission to another person responsible and

- to complain to a supervisory authority pursuant to Art. 77 DSGVO. As a rule, you can contact the supervisory authority at your usual place of residence or workplace or at our office.

6. right of objection

If you wish to exercise your right of objection, simply send an e-mail to jason.komninos@gc-kanzlei.de

If your personal data is processed on the basis of legitimate interests pursuant to Art. 6 para. 1 sentence 1 f DSGVO, you have the right to object to the processing of your personal data pursuant to Art. 21 DSGVO, provided that there are reasons for this arising from your particular situation.

I have taken note of the information on data processing:

Place, Date

Name