



Notes on data processing

§ 1. Name and contact details of the person responsible for the data processing as well as of the company data protection officer

This data protection information applies to the data processing by:

Responsible: Ulf-Gerson Kemper, Kaiserring 38, 68161 Mannheim, Germany;

Email: info@kemper.law;

Phone: +49 (0)621 - 400 68 242;

Fax: +49 (0)621 - 400 68 243.

The company data protection officer can be contacted at the above address, for Mr. Ulf-Gerson Kemper, or at info@kemper.law.

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

When you instruct us, we collect the following information:

- Title, first name, last name,
- a valid e-mail address,
- Address,
- Telephone number (fixed and/or mobile),
- Information necessary for the assertion and defense of your rights under the mandate.

The collection of this data is carried out,

- to identify you as our client;
- to be able to advise and represent you appropriately;
- to correspond with you;
- for invoicing purposes;
- to process any liability claims that may exist and to assert any claims against you.

The data processing is carried out at your request and is required in accordance with Art. 6 para. 1 sentence 1 lit. b DSGVO for the aforementioned 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 mandate will be stored until the expiry of the statutory retention period for lawyers (6 years after expiry of the calendar year in which the mandate was terminated) and deleted thereafter, unless we are obliged to store the data for a longer period of time pursuant to Article 6 para. 1 sentence 1 lit. c DSGVO due to tax and commercial law retention and documentation obligations (from the German Commercial Code (HGB), German Penal Code (StGB) or German Tax Code (AO)) or you have consented to storage beyond this period pursuant to Article 6 para. 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.

As far as this is necessary in accordance with Art. 6 para. 1 sentence 1 lit. b DSGVO for the processing of client relationships with you, your personal data will be passed on to third parties. This includes, in particular, the disclosure of such data to opposing parties 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 defense of your rights. The data passed on may be used by the third party exclusively for the aforementioned purposes.

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

§ 4. Rights of the persons concerned

You have the right:

- pursuant to Art. 7 para. 3 DSGVO to revoke your consent to us at any time. As a result, we may no longer continue to process the data which was based on this consent in the future;
- according to Art. 15 DSGVO to request information about your personal data processed by us. In particular, you may request information on 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 of rectification, erasure, restriction of processing or opposition, the existence of a right of appeal, the origin of your data, if not collected by us, as well as the existence of automated decision making including profiling and, if applicable, meaningful information on the details of such data;
- pursuant to Art. 16 DSGVO, to demand without delay the correction of incorrect or incomplete personal data stored by us;

- according to Art. 17 DSGVO to demand the deletion of your personal data stored with us, unless 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 demand the restriction of the processing of your personal data, insofar as the accuracy of the data is disputed by you, the processing is unlawful, but you refuse to delete it and we no longer require the data, but you require it for the assertion, exercise or defense of legal claims or you have lodged an objection to the processing pursuant to Art. 21 DSGVO;
- according to Art. 20 DSGVO, to receive your personal data that you have provided us with in a structured, common and machine-readable format or to request that it be transferred to another responsible party and
- complain to a supervisory authority pursuant to Art. 77 DSGVO. As a rule, you can turn to the supervisory authority of your usual place of residence or workplace or to our office.

§ 5 Right of objection

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

If you wish to exercise your right of objection, simply send an e-mail to info@kemper.law.