

Privacy Statement

File number:.....

Legal matter:.....

We respect your privacy and are committed to protecting your personal data. This Privacy notice sets out the ways in which we collect and use your personal data. It also explains what rights you have to access or change your personal data.

1. Who collects your personal data:

This data protection notice applies to data processing by the parties involved in the office community:

Sanem Arican, e-mail address: info@kanzlei-arican.de

Natalia Chakroun, e-mail address: info@rechtsicher.com

Negin Sandjer, e-mail address: sandjer@koelnkanzlei.com

Stella Freiin von Malapert Neufville, e-mail address: kanzlei@von-malapert.de

Nadine Wesselburg, e-mail address: info@stb-wesselburg.de

Address: Steinbergerstraße 1, 50733 Köln,

Phone number: +49(0)221/44903969, Mobile number: +49(0)177/4428321

Fax: +49(0)221/44903984.

2. What personal data do we store and use:

- Form of address, first name, surname,
- E-mail address,
- Postal address,
- Phone numbers (landline and/or mobile),
- Information, that are necessary to assert and to defend your rights in the context of our legal work (for instance client questionnaire)

3. We will use your information for the purposes listed below:

- to identify you as our client,
- to provide you with appropriate legal advice and to represent you,
- to be in correspondence with you,
- for invoicing,
- for the handling of liability claims and the assertion of other claims against you.

4. How long we will keep your personal data for

We do not hold information for longer than it is necessary. There are several laws, that regulate the minimum period of record retention and we comply with those. The general legal obligation is to keep them for a minimum retention period of 6 years. In special cases the law might require us to keep your personal data for a longer period.

5. Disclosure of data to third parties:

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

Insofar as it is necessary according to 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 passing on to opposing parties and their representatives (in particular their lawyers) as well as courts and other public authorities for the purpose of correspondence and to assert and defend your rights. The data provided may only be used by the third party for the aforementioned purposes. The attorney-client privilege remains unaffected. As far as it concerns data which are subject to the attorney-client privilege, a passing on to third parties only takes place in consultation with you.

6. Your rights

You have various rights under the data protection law. As far as it concerns you, these are your following rights:

- 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 be informed 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 and the existence of a right to correction. We may request the cancellation, limitation of processing or opposition, the existence of a right to appeal, the origin of your data (unless this has been collected by us) as well as the existence of an automated decision making process including profiling and, if applicable, meaningful information on its details;
- To immediately request the correction of incorrect personal data or the completion of personal data stored by us in accordance with Art. 16 DSGVO;
- Pursuant to Art. 17 DSGVO, to request the deletion of your personal data stored with us, unless: the processing for the exercise of the right to freedom of expression and information, for the fulfillment of a legal obligation, for reasons of public interest or for the assertion, exercise or defense of legal claims you have filed an objection against 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 its transfer to another person responsible

7. Right of objection:

If your personal data is processed on the basis of legitimate interests pursuant to Art. 6 para. 1 sentence 1 lit. 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.

If you wish to exercise your right of objection, simply send an e-mail to your lawyer.

Rechtsanwältin Sanem Arican, e-mail address: info@kanzlei-arican.de

Rechtsanwältin Natalia Chakroun, e-mail address: info@rechtsicher.com

Rechtsanwältin Negin Sandjer, e-mail address: sandjer@koelnkanzlei.com

Electronic correspondence

The use of emails can be unsafe. If you do not secure your mail account sufficiently or if third parties know your password, third parties can access emails. This risk also exists if emails are sent inadequately or not encrypted.

I hereby declare my consent to the sending and receiving of electronic mails from and by the lawyers Arican, Chakroun and Sandjer and their employees for the purpose of processing and handling mandates. I regularly check my electronic mailbox. I am aware that I can revoke this consent at any time for the future by means of a written, oral or telephone declaration to the lawyers Arican, Chakroun and Sandjer. A revocation does not affect the legality of the consent to electronic correspondence that was given before the revocation.

I hereby confirm that I have received the above Privacy Statement in written form and that I took notice of all the information.

Place, date:

Signature: