

DATA PROTECTION POLICY

- 1 We process personal data (data that directly or indirectly identifies individuals) which we receive from you or third parties involved in the client relationship or which we collect ourselves. The lawyer with whom the mandate relationship exists exclusively, is responsible for the processing of personal data described in this data protection statement.
- 2 Some of the personal data is provided by yourself or the data subjects when you or they contact us by email or telephone to enquire about our services. This includes, for example, name and contact details as well as information about the role of the data subject in the company or organization for which you or the respective contact persons work or on whose behalf you or they contact us. We also process personal data that we receive in our correspondence with third parties (namely clients, counterparties, authorities and courts and their employees or other contact persons) in the context of the client relationship (e.g. name, contact details, date of birth, details of employment relationship, income situation, family relationships or state of health). We also collect some personal data ourselves, e.g. from public registers or websites.
- 3 We process the above-mentioned personal data primarily in order to provide, document and invoice our legal services.
- 4 In order to achieve the purposes described in this Data Protection Policy, it may be necessary for us to disclose personal data to the following categories of recipients: External service providers, clients, counterparties and their legal representatives, business partners with whom we may need to coordinate the provision of legal services, as well as public authorities and courts.
- 5 We process personal data in our area of responsibility in Switzerland. However, we may transfer the personal data to recipients (namely clients, counterparties or authorities) who process the personal data in other countries, including those that do not guarantee a level of data protection comparable to Swiss law. In such cases we will transfer personal data based on consent or standard contractual clauses, or if it is necessary to fulfil an agreement or to enforce legal claims.
- 6 We store personal data only for as long as is necessary to process the client relationship, for as long as there is a legal obligation to store and document the data or for as long as there is an overriding private or public interest. We take reasonable and appropriate precautions to protect personal data from loss, unauthorized modification or unauthorized access by third parties. If you

provide us with personal data via a third party (e.g. via your employees or other contacts), it is your responsibility to inform them about the processing of data by legal service providers (such as us) or other external service providers (e.g. in a data protection policy for employees).

- 7 Please note that we use external IT service providers and cloud providers with servers in Switzerland to manage our mandate. We use certain IT services and means of communication which may be associated with data security risks (e.g. e-mail, video conferences). It is your responsibility to inform us if you request special security measures.
- 8 For the mentioned purposes we have a legitimate interest in processing personal data. Some processing is also necessary to fulfil our contractual obligations towards you or our legal obligations (e.g. storage obligations).
- 9 Data subjects have the right to be informed about the personal data stored about them and the purpose of the data processing, the right to rectification and to deletion or restriction of the processing of their personal data, the right to object to the processing, the right to seek redress from a competent supervisory authority and the right to data transmission/transferability. However, please note that conditions and exceptions apply to these rights. Where legally permissible or necessary, we may refuse requests to exercise these rights. For example, we may or must retain or otherwise continue to process personal data despite a request to delete the personal data or restrict processing for legal reasons.
- 10 No consent to the data protection policy is required from the client, his employees or other contact persons. The data protection declaration is merely information about the type, scope, and purpose of the use of personal data by the lawyer mandated by you. The mandated lawyer reserves the right to unilaterally change the content of the aforementioned data protection policy at any time and without notice.
- 11 If you have any questions or if you or your employees or other contact persons would like to exercise your or their rights under the data protection law, please contact the lawyer you have mandated at name@zurichlawyers.com or write to the mandated lawyer at the following address: Riesbachstrasse 57, P.O. Box, 8034 Zurich.

The German version is binding.