

Notes of data processing

according to Art. 13, 14 DSGVO at the beginning of the Client Relationship

1. Name and Contact Details of the Person being responsible for the Processing

This data-protection-policy applies to data processing by

Responsible person: lawyer Michael Feinen, Weißenburgstr. 74, 50670 Köln, Deutschland Email: kanzlei@rechtsanwalt-feinen.de , Fon: +49 (0) 221 - 16 844 589, Fax: +49 (0)221 - 16 844 619.

2. Collection and Storage of Personal Data and Nature and Purpose and their Use

If you mandate us, we collect the following information:

- salutation, first name, last name,
- a valid e-mail address,
- address,
- telephone number (landline and / or mobile)
- Information necessary to assert and defend your rights under the mandate

The collection of these data takes place

- to identify you as our client;
- to provide you with adequate legal advice and representation;
- for correspondence with you;
- for invoicing;
- to settle possible liability claims
- and the assertion of any claims against you.

The data processing is based on your request and is in accordance with Art. 6 para. 1 p. 1 lit. b DSGVO for the above purposes for the appropriate processing of the mandate and for the mutual fulfilment of obligations under the mandate contract required.

The personal data collected by us for the purposes of the mandate will be stored until the expiration of the statutory retention obligation for lawyers (6 years after the end of the calendar year in which the mandate was terminated) and then deleted, unless we are under Article 6 para. 1 p. 1 lit. c DSGVO are obliged to store for a longer period of time due to tax and commercial requirements for storage and documentation (HGB, StGB or AO) or you are obliged to make further storage in accordance with Art. 6 para. 1 sentence 1 lit. a DSGVO have consented.

3. Transfer of Data to third Parties

A transfer of your personal data to third parties for purposes other than those listed below does not take place.

To the extent required by Art. 6 para. 1 sentence 1 lit. b DSGVO for the performance of the client relationships with you, your personal data will be passed on to third parties. This includes in particular the transfer to opponents of the case and their representatives (in particular their lawyers) as well as

courts and other public authorities for the purpose of correspondence as well as the assertion and defence of your rights. The transferred data may be used by the third party exclusively for the stated purposes.

The attorney-client privilege remains unaffected. As far as data are concerned, which are subject to the attorney-client privilege, a passing on to third parties takes place only in agreement with you.

4. Rights of Affected Persons

You have the right:

- in accordance with Art. 7 para. 3 DSGVO, to revoke your once given consent to us at any time. As a result, we are not allowed to continue the data processing based on this consent for the future;
- in accordance with Art. 15 DSGVO to request information about your personal data processed by us. In particular, you can require information on the processing purposes, the category of personal data, the categories of recipients to whom your data has been disclosed, the planned retention period, the right to rectification, deletion, limitation of processing or objection, the existence of a right of appeal, the source of your data if not collected from us, and the existence of automated decision-making, including profiling and, where appropriate, meaningful information about their details;
- in accordance with Art. 16 DSGVO, immediately demand the correction of incorrect or complete your personal data stored with us;
- in accordance with Art. 17 DSGVO, to demand the deletion of your personal data stored by us, unless the processing is required for the exercise of the right to freedom of expression and information, for the fulfilment of a legal obligation, for reasons of public interest or for the assertion, exercise or defence of legal claims;
- to demand the restriction of the processing of your personal data according to Art. 18 DSGVO, as far as the correctness of the data is disputed by you, the processing is unlawful but you reject its deletion and we no longer need the data, but you need them to assert, exercise or defend legal claims or you have objected to the processing in accordance with Art. 21 GDPR;
- in accordance with Art. 20 DSGVO, to receive your personal data provided to us in a structured, standard and machine-readable format or to request the transfer to another person in charge, and to complain to a supervisory authority pursuant to Art. 77 DSGVO. As a rule, you can contact the supervisory authority of your usual place of residence or work or our office.

5. Right to object

If your personal data are processed based on legitimate interests in accordance with Art. 6 para. 1 sentence 1 lit. f DSGVO, you have the right to file an objection against the processing of your personal data in accordance with Art. 21 DSGVO, provided there are reasons for this arising from your particular situation

If you would like to exercise your right of objection, please send an e-mail to **kanzlei@rechtsanwalt-feinen.de**.

This English-language version is solely a convenience translation, only the German language version is binding! Please ask for the German version if needed.