

Information about data processing by
BKS Rechtsanwälte

1. Name and contact details of the controller of the processing and contact details of the company Data Protection Officer

This data protection information applies to data processing by:

BKS Rechtsanwälte, Wirtschaftsprüfer, Steuerberater,
Elsa-Brändström-Str. 7, 33602 Bielefeld,
Tel.: +49 521 2993-00,
Fax: +49 521 2993-05,
E-mail: info@bks-rechtsanwaelte.de.

The company Data Protection Officer of BKS Rechtsanwälte can be contacted at the above address (please add "For the Data Protection Officer") or at datenschutz@bks-rechtsanwaelte.de.

2. Collection and storage of personal data and nature and purpose of its use

When you engage our services, we collect the following information:

- Title, first name, surname,
- A valid e-mail address,
- Address,
- Telephone number (landline and/or mobile phone),
- Information which is necessary in order to act on your behalf and assert and defend your rights in accordance with the engagement.

This data is collected in order

- to identify you as our client;
- to act on your behalf and advise and represent you appropriately;
- to conduct correspondence with you;
- to issue invoices;
- to process any liability claims and to assert any claims against you.

Data is processed upon your request and is necessary pursuant to Art. 6 Para. 1 Clause 1 Letter b GDPR for the aforementioned purposes for the appropriate processing of the mandate and to meet obligations under the mandate contract. The personal data collected by us for the mandate will be stored until the end of the statutory retention period for lawyers (usually 6 years after the end of the calendar year in which the mandate was terminated) or for tax consultants and auditors (usually 10 years after the end of the assignment) and deleted automatically after this period, unless we have an obligation to store the data for a longer period pursuant to Article 6 Para. 1 Clause 1 Letter c GDPR due to retention periods and documentation obligations under tax and commercial law (e.g. German Commercial Code [HGB], German Criminal Code [StGB] or German Fiscal Code [AO]) or you have given consent to the data being stored for a longer period pursuant to Art. 6 Para. 1 Clause 1 Letter a GDPR.

3. Disclosure of data to third parties

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

If and to the extent this is necessary pursuant to Art. 6 Para. 1 Clause 1 Letter b GDPR for the execution of the mandate, your personal data will be disclosed to third parties. This includes in particular:

- the disclosure of data in the electronic transmission of tax returns to the responsible tax authorities
- to opposing parties and their representatives
- and to courts and other public authorities for the purpose of correspondence and asserting and defending your rights. The disclosed data may be used by the third party solely for the aforementioned purposes.

The duties of professional secrecy of auditors, tax consultants and lawyers remain unaffected by this. Where data is subject to a duty of professional secrecy, it is only disclosed to third parties in consultation with you.

4. Data subject rights

You have the right:

- pursuant to Art. 7 Para. 3 GDPR to withdraw the consent you have given to us at any time. As a result of this, we will in future no longer be allowed to continue the data processing based on this consent;
- pursuant to Art. 15 GDPR to ask for information about your personal data processed by us. In particular you can ask for information about the processing purposes, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to correction, deletion, restriction of processing or objection, the existence of a right to complain, the origin of your data, if this was not collected by us, and about the existence of automated decision-making including profiling and if applicable meaningful information about its details;
- pursuant to Art. 16 GDPR to ask for the immediate rectification of inaccurate or immediate completion of incomplete personal data stored by us;
- pursuant to Art. 17 GDPR to ask for the erasure of your data stored by us, unless the processing is necessary to exercise the right of freedom of expression and information, to meet a legal obligation, for reasons of public interest or to assert, exercise or defend legal claims;
- pursuant to Art. 18 GDPR to ask for the restriction of the processing of your personal data, if the accuracy of the personal data is contested by you, the processing is unlawful and you oppose its erasure and we no longer need the data, but it is required to assert, exercise or defend legal claims or you have objected to the processing pursuant to Article 21 GDPR;
- pursuant to Art. 20 GDPR to ask to receive your personal data which you have provided us in a structured, commonly used and machine-readable format or transmit it to another controller and
- pursuant to Art. 77 GDPR to lodge a complaint with a supervisory authority. As a rule you can contact for this purpose the supervisory authority for your habitual residence, place of work or our office.

5. Right to object and withdrawal of consent

If your personal data is processed on the basis of legitimate interests pursuant to Art. 6 Para. 1 Clause 1 Letter f GDPR, you have the right, pursuant to Art. 21 GDPR, to object to the processing of your personal data if there are grounds relating to your particular situation.

Pursuant to Art. 7 Para. 3 GDPR, you may withdraw the consent you have given to us at any time. The result of this is to prevent our future continuation of the processing of data based on this consent.

If you would like to exercise your right to object or withdraw your consent, you need only send an e-mail to datenschutz@bks-rechtsanwaelte.de.

6. Further information

If you have any questions or suggestions concerning this information sheet, to exercise one of your aforementioned rights, or for further information regarding the treatment of personal data, please also contact HLB Dr. Stückmann und Partner mbB at datenschutz@bks-rechtsanwaelte.de.