

## **Information about the handling**

### **personal data by K&L Gates LLP lawyers, tax consultants and patent attorneys**

In this document you will be informed about which personal data K&L Gates collects about its clients and other business contacts, for what purposes these data are processed, how long the data are stored and what legal rights the persons concerned have.

The definitions in Art. 4 of the EU General Data Protection Regulation 2016/679 ("GDPR") also apply in connection with this document.

K&L Gates LLP ("we" or "us") is responsible for the processing of personal data described in this document.

If you have any questions regarding the handling of your personal data, please contact us as follows:

Postal address: Markgrafenstraße 42, 10117 Berlin

By phone: 030 2200290

By e-mail: [datenschutz@klgates.com](mailto:datenschutz@klgates.com) (you can also reach our data protection officer at this address).

### **1. Who is affected by the collection of personal data?**

In the course of our consulting and business activities, we collect data from various parties concerned. These are in particular:

- our clients (if they are natural persons);
- our business partners and service providers (if these are natural persons);
- our other business contacts (if these are natural persons);
- the legal representatives or employees of our clients, contractual partners and other business contacts;
- other natural persons about whom our clients provide us with information within the framework of a specific mandate relationship (e.g. contractual partners, opposing parties, employees of these parties, etc.);

(depending on the individual case, "you").

### **2. What personal data do we collect?**

In the context of our consulting and business activities, we collect in particular the following personal data of the above-mentioned data subjects:

- Title, first name, last name;

- Address;
- E-mail address;
- Telephone number;
- Bank details;
- Correspondence;
- Other information that you provide to us for the purpose of providing legal advice or asserting and defending your rights in connection with an attorney-client relationship and that is necessary for this purpose.

This information is provided on a voluntary basis, but we may not be able to carry out the mandate or the business relationship without some or all of this information.

### **3. For what purposes do we process personal data?**

3.1 If you provide us with the above data in connection with a client relationship, we will process it as follows:

- to identify our clients;
- for client-related or general communication with you;
- to process the mandate, provide legal advice and enforce and defend your rights;
- for invoicing;
- for the handling of any liability claims and assertion of own claims.

The processing for these purposes is carried out in accordance with Art. 6 (1) sentence 1 lit. b GDPR for the execution of the mandate relationship with you or Art. 6 (1) sentence 1 lit. f GDPR if the information does not relate to you as our client, but to one of the other parties mentioned above. In the latter case, the processing shall be carried out exclusively to the extent necessary to provide the advice or to enforce or defend the rights of the client.

3.2 If you provide us with the above-mentioned data within the framework of another contractual relationship, we will process it as follows:

- to identify our contractual partners;
- for contract-related or general communication with you;
- to enable and coordinate the provision of contractual services;
- for billing;
- to assert or defend against claims.

The processing for these purposes is carried out in accordance with Art. 6 (1) sentence 1 b GDPR for the execution of the contractual relationship with you or Art. 6 (1) sentence 1 f GDPR, provided that information does not relate to you as our client, but to one of the other parties

mentioned above. In the latter case, the processing shall be carried out exclusively to the extent necessary to enable performance of the contract or to assert our rights or to defend us against claims.

3.3 If we have received the above data in any other way in connection with our business activity, i.e. without a specific contractual or client relationship, we will process it for general, business-related communication with you.

3.4 We may also process your contact information to provide you with interesting information about us or current legal developments that may be of interest to you. This is done either with your prior express consent (Art. 6 (1) sentence 1 lit. a GDPR) or within the framework of an ongoing mandate relationship with you, insofar as this is necessary for comprehensive mandate-related information (Art. 6 (1) sentence 1 lit. b GDPR).

#### **4. Who do we share your personal data with?**

4.1 If necessary for the above mentioned purposes, we will forward your data to other K&L Gates offices.

4.2 If necessary for the above purposes, we will pass on your personal data to your contractual partners or other parties involved, the legal representatives of these bodies, authorities or courts.

4.3 It may also be necessary to disclose your personal data to third parties if this is required by Art. 6 (1) sentence 1 lit. c GDPR to fulfil a legal obligation, e.g. towards tax offices or in the case of inquiries from authorities or the like.

4.4 We may use (technical) service providers to store and/or process your personal data for the purposes specified in Section 3 (e.g. server operators, operators of digital data rooms, etc.). In this case, we ensure by contractual agreements that these service providers process your personal data exclusively for the purposes specified above and only on the basis of our express instructions.

#### **5. Where outside the EU do we share data?**

5.1 In principle, your data will be stored and processed within the European Union.

5.2 However, it is possible that some of the recipients of personal data referred to in paragraph 4 may be located in a country outside the European Union. These countries may have a different level of data protection than in the European Union. We will only forward your personal data to these offices if an adequacy resolution has been passed by the EU Commission (Art. 45 GDPR), if this is expressly necessary to process an inquiry by you (Art. 49 (1) sentence 1 b GDPR) or if we have taken appropriate measures to ensure an appropriate level of data protection with the receiving office (Art. 46 GDPR). If you have any questions about these measures, you can contact us at [datenschutz@klgates.com](mailto:datenschutz@klgates.com)

## **6. When do we delete your personal data?**

6.1 In principle, we store your personal data only for the duration that is necessary to fulfil the purposes stated in section 3.

6.2 If your personal data is subject to a legal obligation to store (in particular for professional or tax reasons), we will only delete your data after the statutory periods have expired.

6.3 After the original purpose of data processing has been fulfilled or the legal retention periods have expired, it may be that we store your personal data for other legal purposes (e.g. in the event of legal disputes or still unresolved claims).

6.4 We may retain your contact details beyond the duration of a specific mandate or contractual relationship in order to stay in contact with you. This is done in accordance with Art. 6 (1) sentence 1 f GDPR to protect our legitimate business interests so that we can exchange views with you and discuss future cooperation. If you do not wish to do so, you can object (see paragraph 7 below).

## **7. What rights do you have?**

7.1 You have the right to request information about your data stored by us pursuant to Art. 15 GDPR, the right to request the correction of incorrect data pursuant to Art. 16 GDPR and the right to request the deletion according to Art. 17 GDPR or the blocking or restriction of the processing of data according to Art. 18 GDPR. Furthermore, according to Art. 21 GDPR, you have the right to object to the processing of your data if the reason for the objection arises from your particular situation and if it concerns data which we process to protect one of our interests worthy of protection or if it concerns the use of your data for direct advertising.

7.2 Furthermore, you have a right of appeal under Art. 77 GDPR if you are of the opinion that we do not process your personal data in accordance with applicable law.

7.3 If you have given us your consent to the processing of your personal data, you can revoke this at any time without giving reasons with effect for the future.