

Data Protection Information for Clients

CBH Rechtsanwälte Cornelius Bartenbach Haesemann & Partner Partnerschaft von Rechtsanwälten mbB (CBH) provide the following information in accordance with the provisions of the General Data Protection Regulation (GDPR):

1. Controller and Data Protection Officer

Responsible for data protection in accordance with Art. 4 No. 7 of the GDPR: CBH Rechtsanwälte Cornelius Bartenbach Haesemann & Partner Partnerschaft von Rechtsanwälten mbB, Habsburgerring 24, 50674 Köln, Phone: 0221/95190-0, Fax: 0221/95190-90, E-mail: datenschutz@cbh.de.

Contact information Data Protection Officer: CBH Rechtsanwälte, Data Protection Officer, Habsburgerring 24, 50674 Köln, E-mail: dsb@cbh.de.

2. Processing purposes and legal basis

CBH processes personal data of clients in accordance with Art. 6 para. 1 sentence 1 lit. b GDPR for the purposes of client management and client support including file management and accounting. The processing includes, inter alia, the processing of personal data for correspondence purposes as well as for purposes of communication with courts and authorities. Data processing is also carried out pursuant to Art. 6 para. 1 sentence 1 lit. c GDPR for the purpose of fulfilling legal obligations, in particular the fulfilment of legal retention obligations, and pursuant to Art. 6 para. 1 sentence 1 lit. f GDPR for documentation and evidence preservation purposes.

In addition, CBH processes personal data of clients in accordance with Art. 6 para. 1 sentence 1 lit. f GDPR for customer relation purposes. This data processing is based on CBH's legitimate interests in optimising its range of services in order to be able to provide clients with information tailored to their interests and needs and to refine CBH's range of services. For the right to object to data processing for the purposes of direct marketing, see Section 6.

3. Categories of personal data

In the context of the processing of personal data of clients, the following categories of data can be affected: personal master data (e.g. first name, surname, date of birth), contact data (e.g. address, e-mail address, telephone number, fax), mandate information.

4. Data sources and data transfer

In principle, CBH only processes data of clients which are collected by CBH directly in relation to the client (e.g. acceptance or receipt of factual or client information, information in fee and mandate agreements, etc.). In individual cases CBH also obtains data from third-party sources, e.g. register extracts, Internet research.

A transfer of personal data of clients to third parties takes place exclusively within the scope of the mandate handling to the necessary extent and in coordination with the client. If client data is processed by CBH's IT service providers or if IT systems are managed by service providers, CBH shall take appropriate data protection and data security precautions in relation to such service providers.

A transfer of personal data from clients to a third country (i.e. not EU Member States or EEA States) or an international organisation does not take place and is not intended by CBH. An exception may be necessary for foreign correspondence, e.g. in the case of necessary cooperation with foreign law firms.

5. Storage period and deletion of personal data

CBH processes and stores personal data of clients only for the period of time necessary to achieve the storage purpose, or as required by the laws or regulations to which CBH is subject, e.g. professional, commercial or tax storage obligations. Insofar as personal data are processed pursuant to Art. 6 para. 1 sentence 1 lit. f GDPR for the purpose of preserving evidence, these processing purposes shall cease after expiry of the statutory limitation periods; the statutory regular limitation period shall be three years.

If the storage purpose ceases to apply or a legally prescribed storage period, to which CBH is subject expires, the personal data will be deleted routinely and according to the legal regulations or their processing is restricted.

6. Rights

The GDPR provides various rights for "data subjects". According to the provisions of the GDPR, a data subject has the following rights with regard to personal data concerning him or her:

- Right of **access** (Art. 15 para. 1, 2 GDPR)
- Right to **rectification** (Art. 16 GDPR) and right to **erasure** (Art. 17 GDPR)
- Right to **restriction of processing** (Art. 18 GDPR)
- Right to **data portability** (Art. 20 GDPR)
- Right to **withdraw** (Art. 7 para. 3 GDPR)
- Right to **lodge a complaint** with a supervisory authority (Art. 77 GDPR)

The data protection supervisory authority responsible for CBH is: LDI – Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen, Kavalleriestr. 2-4, 40213 Düsseldorf.

Right to object to processing of personal data (Art. 21 GDPR):

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on Art. 6 para. 1 sentence 1 lit. e or f GDPR, including profiling based on those provisions. We will no longer process the personal data unless we demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.

Where personal data are processed for direct marketing purposes, you have the right to object at any time to processing of personal data concerning you for such marketing, which includes profiling to the extent that it is related to such direct marketing.

7. Contact and further information

You can contact us or our Data Protection Officer at any time to exercise your rights as a data subject or if you have general questions about data protection.

Further information on data protection at CBH can be found online at www.cbh.de under the heading "Data protection".