

PRIVACY NOTICE

Data Controller and Scope

Advokatfirman Kahn Pedersen KB, org.no. 969769-0775, (below "Kahn Pedersen", "we", "our" or "us") is the data controller for the processing of personal data within our law practice and business operations.

This privacy notice regards clients, counterparties and other external parties whose personal data we may process within the scope of our practice of law. The main purpose of this privacy notice is to provide information to data subjects in accordance with applicable data protection legislation.

In certain cases, we can provide you with further, more specific information in connection with collecting particular data or obtaining your consent. Such specific information will, when provided, take precedence over this general privacy notice.

Which Personal Data do we Process?

We collect and process personal data about data subjects in primarily the following three categories:

- i. Contact persons to clients, counterparties or other stake holders that we communicate with when performing assignments, or which we process when preparing for an assignment as well as handling or administrating the assignment.
- ii. Contact persons to potential clients, other consultants, universities and other persons whom we wish to communicate with in order to inform about our services.
- iii. Job applicants or persons who have otherwise shown an interest in our services.

The personal data that we collect and process includes name, address, e-mail address, telephone number, title/position, category of data subject and, in some cases, photos. When applicable, we also collect information about which of our events, seminars and courses you have attended.

The majority of the personal data that we process has been provided to us by you or your employee, whilst other information may be obtained within the scope of providing our services. We may also collect and store personal data from external sources, such as publically available company- and address records, searchable and public websites, newsletters, social media and/or credit bureaus.

You are not obliged to provide your personal data to us. In some cases, when we have requested your personal data in connection with an assignment, the fact that you do not provide such information may result in that we will be unable to carry out the necessary conflict checks and (when applicable) money laundering screening.

Purpose and Legal Basis

We process personal data in order to carry out obligatory conflict checks and (when applicable) money laundering screening, to carry out and to administer assignments, to protect your or our clients' interests as well as for accounting and invoicing purposes. Personal data may also be processed for other legitimate purposes, such as business and method development, marketing, market analyses, statistics, recruitment and risk management.

We may also process personal data when necessary in order for us (i) to fulfil a contract with you or to be able to take steps before entering such contract, (ii) to fulfil a legal obligation which we are subject to and/or (iii) to fulfil a legitimate interest where we consider that the legitimate interest out-weighs the data subjects' interests or rights and freedoms.

Processing for the purposes of developing and analysing our business as well as for marketing purposes are processed based on our legitimate interests to develop our business, offer relevant courses, training and seminars as well as communicating with our contacts.

Transfers and Recipients of Personal Data

Personal data may be transferred to other companies within our organisational structure for the above-mentioned purposes. We may also transfer personal data to Legal Executive Training and Solutions Sweden AB in order to provide or market courses or seminars.

Furthermore, we will engage external service providers (IT-suppliers) who will process your personal data on our behalf in accordance with a data processor agreement.

We will not otherwise transfer your personal data to external parties unless (i) you have specifically consented to the transfer, (ii) it is necessary within the scope of an assignment in order to protect your or our clients' rights and interests, and/or (iii) it is necessary in order for us to fulfil a legal obligation or comply with an official decision or a court order. Personal data may be transferred to courts, authorities, counterparties and their agents if it is necessary in order to protect your or our clients' rights.

We will not transfer or process personal data outside of the EU/EEA, other than to the extent necessary within the scope of an assignment. We will neither store nor process your personal data in so-called public cloud services.

For how Long is Personal Data Stored?

Personal data that we process within the scope of an assignment will be stored, in accordance with the obligations in *Vägledande regler för god advokatsed* that we are subject to, for ten years counted from the day the assignment is completed or longer if required by the nature of the assignment.

Personal data that is processed in order to develop, analyse and market our services will be stored for twelve months from the last contact with you. If you unregister yourself from our newsletter or likewise, your personal data will be erased immediately.

Personal data about job applicants will be stored for the duration of the recruitment process (if applicable) and thereafter up to two years in order to be able to offer you employment.

We will otherwise process your personal data for as long as necessary for the current purpose for the processing of your personal data.

Your Rights

You have the right to free of charge request information about the use of your personal data. We will upon your request, or at our own initiative, erase data that is incorrect or restrict the processing of such data. Furthermore, you have the right to object to certain processing or request that your personal data is not processed for the purpose of direct marketing.

You also have the right to, under certain circumstances and to a certain extent, receive your personal data in a machine-readable format.

If you are dissatisfied with our processing you can lodge a complaint to Datainspektionen (www.datainspektionen.se). If you live or work in a different country, you can also turn to the supervisory authority in that country.

Contact

If you have any queries about how we process your personal data, please contact us at dataskydd@kahnpedersen.se.