

Information on data processing

to fulfil the information obligations at the start of the mandate in accordance with Art. 13 and 14 GDPR

Information on data processing

1. Name and contact details of the data controller and the company data protection officer

This data protection information applies to data processing by:

biesinger diener Rechtsanwaltsgesellschaft mbH
Palo-Alto-Platz 13 - 69115 Heidelberg
Fon: +49 6221 434 160 - Fax: +49 6221 434 1661
E-Mail: datenschutz@biesinger-diener.com

Our data protection officer is

Frau Heike Conte
ITC-CONTE UG (haftungsbeschränkt)
Rieslingweg 7A - 69231 Rauenberg
E-Mail: h.conte@itc-datenschutz.de

2. Collection and storage of personal data as well as type and purpose and their use

a) Mandating

When you instruct us, we collect the following information:

- Title, first name, surname,
- a valid e-mail address,
- address,
- telephone number (landline and/or mobile)
- Information that is necessary for the assertion and defence of your rights within the scope of the mandate

This data is collected

- to be able to identify you as our client;
- to be able to provide you with appropriate legal advice and representation;
- for correspondence with you;
- for invoicing purposes;
- to process any existing liability claims and to assert any claims against you;

The data processing is carried out at your request and is required in accordance with Art. 6 para. 1 sentence 1 lit. b GDPR for the purposes mentioned for the appropriate processing of the mandate and for the mutual fulfilment of obligations arising from the mandate agreement.

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

b) Making contact

When you contact us, we collect the following information:

- Title, first name, surname,
- a valid e-mail address, if applicable,
- Address, if applicable,
- Telephone number (landline and/or mobile)

Data processing for the purpose of contacting us is carried out in accordance with Art. 6 para. 1 sentence 1 lit. a GDPR on the basis of your voluntarily given consent.

3. Transfer of data to third parties

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

Insofar as this is necessary in accordance with Art. 6 para. 1 sentence 1 lit. b GDPR for the processing of client relationships with you, your personal data will be passed on to third parties. This includes in particular the disclosure to opposing parties and their representatives (in particular their lawyers) as well as courts and other public authorities for the purpose of correspondence and for the assertion and defence of your rights. The data passed on may be used by the third party exclusively for the stated purposes.

The attorney-client privilege remains unaffected. Insofar as data is concerned that is subject to attorney-client privilege, it will only be passed on to third parties in consultation with you.

4. Rights of data subjects

You have the right:

- in accordance with Art. 7 para. 3 GDPR, to withdraw your consent given to us at any time. As a result, we may no longer continue the data processing based on this consent in the future;
- to request information about your personal data processed by us in accordance with Art. 15 GDPR. In particular, you can request information about the purposes of processing, 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 rectification, erasure, restriction of processing or objection, the existence of a right of appeal, the origin of your data if it was not collected by us, as well as the existence of automated decision-making including profiling and, if applicable, meaningful information on its details;
- in accordance with Art. 16 GDPR, to immediately request the correction of incorrect or incomplete personal data stored by us;
- in accordance with Art. 17 GDPR, to demand the erasure of your personal data stored by us, unless the processing is necessary for exercising the right of freedom of expression and information, for compliance with a legal obligation, for reasons of public interest or for the establishment, exercise or defence of legal claims

- in accordance with Art. 18 GDPR, to demand the restriction of the processing of your personal data if the accuracy of the data is disputed by you, the processing is unlawful, but you refuse to delete it and we no longer need the data, but you need it for the assertion, exercise or defence of legal claims or you have lodged an objection to the processing in accordance with Art. 21 GDPR;
- in accordance with Art. 20 GDPR, to receive your personal data that you have provided to us in a structured, commonly used and machine-readable format or to request its transmission to another controller; and
- to lodge a complaint with a supervisory authority in accordance with Art. 77 GDPR. As a rule, you can contact the supervisory authority of your usual place of residence or workplace or our office.

5. Right to object

If your personal data is processed on the basis of legitimate interests in accordance with Art. 6 para. 1 sentence 1 lit. f GDPR, you have the right to object to the processing of your personal data in accordance with Art. 21 GDPR, provided that there are reasons for this arising from your particular situation.

If you wish to exercise your right to object, simply send an email to datenschutz@biesinger-diener.com.