

## **Your data protection at VON ZANTHIER & SCHULZ**

### **Information for Clients**

**1.** Your data controller is:

**VON ZANTHIER & SCHULZ** PartG (hereinafter also the “Law Office“),  
represented by managing partners: Henning von Zanthier and Rüdiger Schulz  
Kurfürstendamm 217  
D – 10719 Berlin, Germany  
E-Mail: [berlin@vonzanthier.com](mailto:berlin@vonzanthier.com)  
Tel. +49 (0) 30 88 03 59 0  
Telefax +49 (0) 30 88 03 59 99

- 2.** The Law Office’s data protection officers may be contacted at the address above or by e-mail [datenschutz@vonzanthier.com](mailto:datenschutz@vonzanthier.com).
- 3.** Your data will be used by us mainly for the purpose of performing pre-contractual activities, creating files and performing contracts. The contracts may in particular include legal and tax advisory and representation before courts and authorities. The legal basis for data processing is Art. 6.1(b) of GDPR (the General Data Protection Regulation).
- 4.** If the right or obligation to process your data results from legal regulations or if data processing is required for the purpose of the protection of our, your or third parties’ legitimate interest, your data will be processed in conformity with those purposes. In such case art. 6.1 (c), (e) and (f) of the GDPR is a legal basis for the processing.
- 5.** Your data are processed based on your consent pursuant to art. 6.1(a) of the GDPR.
- 6.** We will transfer your data to a recipient if such transfer is required for contract performance or for other purposes specified above. The recipients, if any, are our employees, our partner law offices, authorities, courts and other private and public entities or entities indicated by you as well as external IT service providers.
- 7.** Please be informed that personal data may be transferred outside the EU. We take care to ensure that data are each time transferred pursuant to the German and European data protection laws. All non-EU service providers who may process your data offer an appropriate level of protection pursuant to the regulations of the EU Commission.
- 8.** Based on statutory regulations governing limitation periods, your data will be generally stored in our law office for 10 years from the end of a calendar year in which the termination of an order or contact occurred.

**9.** You have the right to:

- pursuant to art. 15 of the GDPR, demand information on your personal data processed by us. In particular, you may demand information regarding purposes of the processing, data categories, categories of recipients to which your data have been or will be provided, a planned data storage period, the existence of the right to rectify, erase or restrict data processing and to object to such processing, the existence of the right to lodge a complaint, the origin of data if such data have not been collected by us as well as regarding automated decision-making, including profiling and important information, if any, regarding their details;
- pursuant to art. 16 of the GDPR, demand immediate rectification of inaccurate data stored by us or completion of incomplete data;
- pursuant to art. 17 of the GDPR, demand that your personal data stored by us be erased if the processing is not required for the purpose of the exercise of the freedom of expression and information, to fulfil a legal obligation due to a public interest or to establish, exercise or defend claims;
- pursuant to art. 18 of the GDPR, demand to restrict the processing of your data if you contest the accuracy of the data, the processing is unlawful but you object to have the data erased, the data are no longer needed by us but are required by you to establish, exercise or defend claims or in accordance with art. 21 of the GDPR you have objected to the processing;
- pursuant to art. 20 of the GDPR, receive the data which you have provided to us in a structured, commonly used and machine-readable format or demand that they are transmitted to another controller;
- pursuant to art. 7.3 of the GDPR, withdraw your consent at any time as a result of which we must not continue the processing of the data which was performed based on such consent and
- pursuant to art. 77 of the GDPR, lodge a complaint to a supervisory authority; in principle, you may turn to a competent supervisory authority with jurisdiction over your habitual place of residence, place of work or registered office of our law office.

**10.** You are not obligated to disclose the data which are required for contract performance. However, failure to make such data available will prevent contract performance.

I, \_\_\_\_\_, hereby confirm that I have read the Information for Clients on \_\_\_\_\_ and agree to these provisions.

\_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Signature)