

**landahl**

advokatbyrå

**INFORMATION REGARDING THE PROCESSING OF PERSONAL DATA**

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## **INFORMATION REGARDING LANDAHL ADVOKATBYRÅ'S PROCESSING OF PERSONAL DATA – PURSUANT TO THE GENERAL DATA PROTECTION REGULATION (2016/679)**

Landahl Advokatbyrå is the Controller for the personal data we acquire in conjunction with enquiries/engagements or which is otherwise processed when the engagement is being prepared, administered, and performed.

You are not obliged to provide us with your personal data, but without it, we are unable to accept an engagement or list you as a contact person in the case in question.

Landahl Advokatbyrå obtains contact details which can be updated if you provide more recent information or update them yourself, or through the client, legal representative, principal, employer, Landahl Advokatbyrå's contact person at your employers, or another of your employer's employees.

We may also, over and above the data that we obtain in conjunction with the engagement, collect personal data from another source (a so-called third party). The data we collect from third parties comprises (i) address details from public registers, (ii) property data from public registers, and (iii) credit details, data on credit-worthiness from credit check institutions, data from the Swedish Tax Agency, the Enforcement Authority, or other information companies. The data may need to be collected for checking against public registers to ensure that the data that has been provided is correct.

We process the data in order to perform mandatory conflict of interest and (where appropriate) money laundering checks, carry out credit checks or collect data on credit-worthiness, perform and administer the engagement, promote the client's/your interests, and for accounting and invoicing purposes.

The purpose of the processing is thus to enable Landahl Advokatbyrå to accept the engagement and subsequently fulfil its undertakings to you, as a client of Landahl Advokatbyrå. This data is processed on the basis that it is needed to enable us to fulfil the agreement and, in certain cases, due to a legal obligation.

The purpose of the processing of personal data for contact persons is to enable Landahl Advokatbyrå to perform engagements on behalf of your employer/principal, et al. The purpose of the processing is thus to enable Landahl Advokatbyrå to fulfil its undertakings to your employer/principal et al, in the capacity of a client of Landahl Advokatbyrå.

Landahl Advokatbyrå processes personal data such as names, national identity numbers, email addresses, phone numbers and addresses, account numbers, bank and plus giro numbers, and other data required for the performance of the engagement, which may include, amongst other things, behaviour, financial circumstances, and health. All of your correspondence will, furthermore, be processed.

The data may also be used for business and methodology development purposes, market analysis, statistics, and risk management. The data that is processed in order to develop and analyse the operations is processed on the basis of our legitimate interest in developing our operations and communicating with our contacts, and of maintaining good client relationships. The personal data may also be used for Landahl Advokatbyrå's marketing in order to develop and analyse the

operations, and for invitations to courses and breakfast seminars. This processing also occurs against a background of legitimate interest.

Personal data may be transferred between Landahl Advokatbyrå and limited company law firms who have partnership agreements with Landahl Advokatbyrå in order to perform conflict of interest and money laundering checks, to exchange information and expertise, and for resource allocation purposes.

We will also disclose personal data to external parties in cases where (i) this has been specifically agreed between the law firm and you, e.g. couriers, (ii) when it is necessary within the framework of a particular engagement in order to protect your rights, (iii) if it is necessary in order for us to fulfil a statutory obligation or to comply with official rulings or court judgements, or (iv) if we engage external service providers and personal data processors who perform engagements on our behalf. The data may, therefore, be disclosed to banks, courts of law, authorities, counterparties, and counterparties' legal representatives.

Personal data is primarily archived within EU/EEA countries. If data is archived outside the EU/EEA, it will be done in accordance with applicable personal data legislation. Adequate security levels are in place.

Personal data is archived, in accordance with the obligation incumbent upon Landahl Advokatbyrå in accordance with the Swedish Bar Association's Code of Professional Conduct, for a period of ten years from the date of the completion of the engagement, or for a longer period required by the nature of the case. If we cannot accept your engagement, we will normally only archive your personal data for three months after we have notified you that we cannot accept the engagement. Data processed in order to develop, analyse, and market the law firm's operations is archived for a period of 2 years after the most recent contact. If you unsubscribe from newsletters etc., the data will be deleted immediately.

You have the right, free of charge, to request information from Landahl Advokatbyrå regarding the use of your personal data. You also have the option of requesting that incorrect information be rectified, to request restriction of and object to the processing, and to have some data deleted in accordance with the provisions and limitations of the General Data Protection Regulation (GDPR). We will, where relevant, obtain data from public or generally available registers in order to ensure that the personal data we process and with which you have provided us is correct. You are, furthermore, entitled to request that your personal data not be processed for direct marketing purposes.

Requests for information, rectification, deletion, restriction, and objections to processing, objections to marketing, and requests for data transfer in accordance with the above shall take the form of a request submitted to Landahl Advokatbyrå using the contact details shown below.

You also have the right to receive your personal data in a machine-readable format or, where technically feasible and in accordance with the provisions and restrictions of the General Data Protection Regulation (GDPR), to have the data transferred to a third party designated by you.

If you are dissatisfied with our processing, you are welcome to contact us. You can also submit a complaint to a supervisory authority, which in Sweden is the Swedish Authority for Privacy Protection

([www.datainspektionen.se](http://www.datainspektionen.se)). You can also contact the supervisory authority in the country in which you live or work.

Contact details for Landahl Advokatbyrå, corporate ID number 556852-5082, Box 19143, SE-104 32 Stockholm, Sweden. Tel. +46 8 66 66 700, [www.landahl.se](http://www.landahl.se), [info@landahl.se](mailto:info@landahl.se).

More detailed information on the way in which Landahl Advokatbyrå processes personal data is available from [www.landahl.se](http://www.landahl.se).

## **COMPLEMENTARY INFORMATION REGARDING PERSONAL DATA PROCESSING IN CONJUNCTION WITH MARKETING**

Landahl Advokatbyrå is, pursuant to the General Data Protection Regulation (2016/679) (GDPR), the Personal Data Controller for the processing of personal data.

Landahl has obtained your contact details either because Landahl has performed a service on your behalf, or that of your employer, of another of your employer's employees, or when you, yourself, provided it. If we are notified that the data is incorrect, we can update it from publicly available data.

Landahl processes your name and your email address and details of the company with which you are associated for the purpose of invitations to courses and events. This processing is performed against a background of legitimate interest. Landahl's legitimate interest is in marketing and developing its operations. You can, at all times, object to your personal data being processed for direct marketing purposes.

You are not obliged to provide your name and email address, but if you do not, Landahl Advokatbyrå will not invite you to courses and seminars. If another party has provided your contact details and you notify us that you do not wish us to process them, we will immediately delete your data used for the purpose of invitations to courses and breakfast seminars.

Personal data is processed internally within Landahl Advokatbyrå and by Paloma AB, which provides the newsletters service.

You have the right, free of charge, to be informed about which of your personal data is registered with us and how it is processed. You also have the option of requesting that incorrect information be rectified, to request restriction of and object to the processing, and to have some data deleted in accordance with the provisions and limitations of the General Data Protection Regulation (GDPR). You have the right to request that personal data is transferred to another party in accordance with the provisions and restrictions of GDPR.

Requests for information, rectification, deletion, restriction, and objections to processing, objections to marketing, and requests for data transfer in accordance with the above shall take the form of a request submitted to Landahl Advokatbyrå using the contact details shown below.

Personal data is archived for a period of 2 years after the most recent contact. If you unsubscribe from newsletters etc., the data will be deleted immediately.

Complaints regarding Landahl Advokatbyrå's personal data processing shall be submitted to the Swedish Authority for Privacy Protection ([www.datainspektionen.se](http://www.datainspektionen.se)).

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