

Westermarck Anjou

Privacy Policy

1. BACKGROUND

1.1 This information describes how Advokatfirman Westermarck Anjou AB, reg.nr. 556620-8400 ("**Westermarck Anjou, we/us**") processes your personal data, and outlines your rights in relation to the processing. The information is addressed to anyone that:

- Gets in contact with us as a client, counterparty, or in your work or assignment with any of our clients, our clients' counterparties, suppliers or business partners;
- visits our website;
- registers to subscribe for information from us, e.g. newsletters;
- signs up for seminars and events; or
- communicates with us e.g. via forms on our website or via e-mail, e.g. applies for internship or employment.

2. WHAT IS PERSONAL DATA?

Personal data means any information which relates to an identified or identifiable natural person, e.g. name, address, telephone number, e-mail address, personal ID number, title, role, photograph and IP address.

3. WHO IS THE CONTROLLER OF THE PROCESSING OF YOUR PERSONAL DATA?

Advokatfirman Westermarck Anjou AB is the controller of the processing of your personal data, which means that we are responsible for the processing that we perform. We care about your privacy and your personal data is processed in accordance with applicable data protection legislation. If you have any questions about how we process your personal data you are welcome to contact us by e-mail at info@westermarkanjou.se or by mail to Advokatfirman Westermarck Anjou AB, Box 16030, 103 21 Stockholm.

4. WHAT PERSONAL DATA DO WE PROCESS ABOUT YOU AND WHY?

4.1 In connection with your contacts with us as client, counterparty, witness or in your work or assignment with any of our clients, our client's counterparties, suppliers or business partners

- 4.1.1 When you get in contact with us as a client, counterparty, witness or in your work or assignment with any of our clients, our clients' counterparties, suppliers or business partners we process your name, phone number, mobile number, e-mail address, title, role, and identification details such as passport details and date of birth/ID number, description of work tasks, as well as other personal data that may need to be processed to achieve the purposes described below. Personal data might e.g. occur in documentation that we receive in connection with an assignment, in contracts that Westermarck Anjou has with you or with your employer or principal, or in e-mail correspondence.
- 4.1.2 We process the personal data to be able to perform assignments, to fulfill obligations under contracts with you or your employer or principal e.g. invoicing, managing agreements, negotiation or other cooperation, as well as managing clients', suppliers' and business partners' demands.
- 4.1.3 We base the processing of personal data for the purposes described above on the following legal bases. The processing of personal data relating to clients who are natural persons are based on the legal basis that the processing is necessary in order for us to fulfill the contract upon which our assignment is based. In relation to witnesses, clients' representatives, counterparties, counterparties' representatives, etc. we base the processing on legitimate interest. This means that we consider that the processing is necessary for our legitimate interest in being able to perform assignments, fulfill obligations under contract, manage contracts, negotiation or other cooperation, client administration, as well as manage suppliers' and business partners' wishes, and ultimately to be able to offer our legal services.

4.1.4 We practice storage minimization but how long we store the personal data depends on the purpose of the specific processing. The personal data that is processed before and during the performance of an assignment is subsequently saved in accordance with Westermarck Anjou's obligations under the Swedish Bar Association Code of Conduct, meaning that the personal data is saved for at least ten years from and including the date the assignment was concluded, or for a longer period as required by the nature of the assignment.

4.2 When you visit our website

4.2.1 When you visit our website, we process your IP address, as well as information about your IT equipment (e.g. operating system and whether the visit is done by computer or smartphone). In addition, we also process information about your visit to our website through so-called cookies. For more information on how we use cookies, please refer to our cookie policy.

4.2.2 We process the personal data in order to ensure technical functionality, establish statistics and evaluate our website, and to understand the visitors' behavior on our website and improve our website.

4.2.3 We base the processing of personal data for the purposes described above on the legal basis legitimate interest. The processing is necessary for our legitimate interest in providing a secure and user-friendly website with a content relevant to the visitor.

4.2.4 The personal data is stored as long as necessary for the purpose of the processing.

4.3 When you register to subscribe to information from us

4.3.1 We process the following personal data when you register to subscribe to information from us: e.g. name, address, e-mail address and company.

4.3.2 We process the personal data in order to administer your order and send the ordered information to you.

4.3.3 We base the processing of personal data for the purposes described above on the legal basis legitimate interest. The processing is necessary for our (and your) legitimate interest in you receiving the ordered information.

4.3.4 The personal data is stored as long as necessary for the purpose of the processing. However, you always have the option to unsubscribe from receiving information by contacting us at info@westermarkanjou.se.

4.4 When you sign up for an event or seminar

4.4.1 When you sign up for an event or a seminar we process e.g. your name, address, e-mail address and company (if you choose to enter it).

4.4.2 We process the personal data to administer your notification and provide seminars and events.

4.4.3 Behandlingen av personuppgifter för ändamålet som beskrivs ovan baserar vi på den rättsliga grunden berättigat intresse. Behandlingen är nödvändig för vårt och ditt berättigade intresse av att vi ska kunna erbjuda och du ska kunna delta på seminarium och evenemang.

4.4.4 The personal data is stored as long as necessary for the purposes of the processing.

4.5 When you communicate with us e.g. via forms on our website or via e-mail, e.g. when you apply for internship or employment

4.5.1 When you communicate with us via our website we process your name, e-mail address and the personal data that you provide us with e.g. information that you write in a message. Correspondingly we process the information you provide when communicating with us by e-mail. If you apply for internship or employment, we will process your name, e-mail address, cover letter, CV and grades that you submit and other information that you provide.

4.5.2 We process the personal data to answer your question, handle your feedback, matter or application.

4.5.3 We base the processing of personal data for the purposes described above on the legal basis legitimate interest. The processing is necessary for our (and your) legitimate interest in being able to answer your question and handle your question, matter or application.

4.5.4 The personal data is stored as long as necessary for the purpose of the processing.

4.6 When we have a legal obligation

In addition to what is described above, in some cases, we process your personal data to fulfil legal obligations, such as the obligation to undertake conflict and anti-money laundering checks, maintain accounts, or at the request of an authority. The legal basis for the processing in such case is that the processing is necessary to fulfil a legal obligation (e.g. under accounting and anti-money laundering legislation) as well as the Swedish Bar Association Code of Conduct. In those cases, we will store the data as long as we are obliged to.

5. FROM WHICH SOURCES DO WE COLLECT YOUR PERSONAL DATA?

In addition to the personal data you provide to us, we process data which is provided by clients, courts, suppliers and other business partners, and data which the visitor to the website provides via their electronic tools, for example computer or smartphone. We may also supplement the personal data provided by obtaining information from private and public records and sources.

6. PARTIES WITH WHICH WE MAY SHARE YOUR PERSONAL DATA

Your personal data may be disclosed to so-called processors (external suppliers which process personal data on our behalf) e.g. suppliers of IT systems, system management and support, or IT infrastructure providers, and other recipients as required by law, other constitution, authority decision, court of law, or the rules issued by the Swedish Bar Association, and also as it is necessary within the scope of a given assignment to safeguard our clients' rights and interests.

7. TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES

We may transfer your personal data to a third country, i.e. a country outside of the EU/EEA. This may take place, for example, through the storage of personal data on servers located in a third country, or where we retain an IT supplier to provide support and maintenance of IT systems from a third country. In the event we transfer personal data to a third country, we will enter into agreements and take other measures to protect your personal data in accordance with applicable legal requirements.

8. YOUR RIGHTS

You have the right to request information about the use of your personal data. You also have the right to request correction of incorrect personal data. Moreover, in certain cases, you also have the right to erasure of personal data, or restriction of the processing, and you are entitled to object to the processing. In addition, in certain cases, you also have the right to receive your personal data in a machine-readable format (only when you have provided us with the personal data and the processing of your personal data is based on consent or on a contract). If you wish to exercise your rights, please contact us at info@westermarkanjou.se. Please note that the above rights may be limited by the duty of confidentiality and archiving obligation applying to members of the Swedish Bar Association. Restriction or erasure of personal data may mean that we will be unable to meet our commitments.

9. COMPLAINS

In the event you believe that our processing of your personal data is in violation of the data protection legislation, you are asked to firstly contact us at info@westermarkanjou.se so that we are given the opportunity to correction. However, you always have the possibility of submitting complaints to Datainspektionen; the supervisory authority.