

Information on data protection

1. Who is responsible, who can you contact?

The law firm Betz Rakete Dombek – Rechtsanwälte in Partnerschaft is responsible for the processing of your personal data. You can contact us or our data protection officer for all data protection inquiries as follows:

	Responsible person	Data Protection Officer
Address	Betz Rakete Dombek Rechtsanwälte in Partnerschaft Bayerischer Platz 1 10779 Berlin	Datenschutzbeauftragter Moritz Till Borchert c/o Betz Rakete Dombek Bayerischer Platz 1 10779 Berlin
Telephone	030-264947-0	030-264947-0
Fax	030-264947-47	030-264947-47
E-mail	rae@robe.org	privacy@robe.org

2. What data do we process and where does the data come from?

We process personal data that we receive from you or from third parties commissioned by you (e.g. lawyer, tax consultant, estate agent, bank), such as

- ▶ Personal data, e.g. first name and surname, title, date and place of birth, nationality, marital status; in individual cases your birth name;
- ▶ Data for making contact, such as postal address, telephone and fax numbers, e-mail address;
- ▶ Your tax identification number for real estate contracts;
- ▶ in certain cases also data on your family situation, your employment relationship and your assets as well as, where applicable, information on your health or other sensitive data, insofar as this is necessary;
- ▶ in certain cases also data from your legal relationships with third parties, such as file numbers or loan or account numbers at credit institutions as well as other information necessary for the assertion and defense of your rights under the mandate.

3. For what purposes and on what legal basis is the data processed?

These data are collected,

- ▶ to be able to identify you as our client;
- ▶ to check for any conflicts of interest and our duties in the context of money laundering prevention;
- ▶ in order to be able to provide you with appropriate legal advice and representation;
- ▶ for correspondence with you;
- ▶ for invoicing purposes;
- ▶ for the settlement of any liability claims and the assertion of 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 letter b GDPR for the purposes mentioned for the appropriate processing of the mandate and for the mutual fulfillment of obligations arising from the mandate agreement. Data processing is also necessary pursuant to Art. 6 para. 1 sentence 1 letter c GDPR in order to fulfill legal obligations or pursuant to Art. 6 para. 1 sentence 1 letter f GDPR in order to protect legitimate interests of our own or those of a third party.

4. To whom do we pass on data?

As lawyers, we are subject to a statutory duty of confidentiality. This duty of confidentiality also applies to all our employees and other persons commissioned by us.

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 letter 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 defense of your rights. The data passed on may be used by the third party exclusively for the stated purposes.

In the context of professional and service supervision, we may also be obliged to provide information to the Bar Association, which in turn is subject to an official duty of confidentiality. As processors, possible data recipients are our external IT system administrator, the provider of the law firm's software and our web host.

Otherwise, your data will only be passed on if we are obliged to do so on the basis of declarations made by you or if you have requested the transfer.

5. Is data transferred to third countries?

Your personal data will only be transferred to third countries at your special request or if and insofar as a party involved in the procedure is based in a third country.

6. How long will your data be stored?

We process and store your personal data within the scope of our statutory retention obligations (6 years after the end of the calendar year in which the mandate was terminated). After expiry of the storage periods, your data will be deleted or the paper documents destroyed, unless we are obliged to store them for a longer period of time in accordance with Art. 6 para. 1 sentence 1 letter c GDPR due to retention and documentation obligations under tax and commercial law (from the German Commercial Code, Criminal Code, Money Laundering Act or the German Fiscal Code) and professional regulations for the purpose of conflict-of-law checks.

7. What rights do you have?

You have the right:

- ▶ to request information about whether we process personal data about you, if so, for what purposes we process the data and which categories of personal data we process, to whom the data may have been forwarded, how long the data may be stored and what rights you are entitled to (Art. 15 GDPR);
- ▶ to have inaccurate personal data concerning you that is stored by us corrected. You also have the right to have an incomplete data record stored by us completed by us (Art. 16 GDPR);
- ▶ to demand the erasure of personal data concerning you, provided that there is a statutory reason for erasure (see Art. 17 GDPR) and the processing of your data is not required to fulfill a legal obligation or for other overriding reasons within the meaning of the GDPR;
- ▶ to demand that we only process your data to a limited extent, e.g. to assert legal claims or for reasons of important public interest, while we examine your right to rectification or objection, for example, or, if applicable, if we reject your right to erasure (see Art. 18 GDPR);
- ▶ to object to processing your personal data where this is necessary for the performance of tasks carried out in the public interest or for the exercise of official authority vested in us and where there are grounds for the objection relating to your particular situation (Art. 21 GDPR);
- ▶ to contact the supervisory authorities with a data protection complaint. The supervisory authority responsible for us is the Berlin Commissioner for Data Protection and Freedom of Information, Friedrichstr. 219, 10969 Berlin.

The complaint can be lodged with any supervisory authority, regardless of jurisdiction.

8. Communication by e-mail

In order to comply with data protection requirements, communication by e-mail requires that you expressly or impliedly consent to this method of dispatch. We use the Internet for e-mail communication. E-mail messages sent unencrypted are regularly transport-encrypted, i.e. they are encrypted during transmission. However, the e-mail is available in plain text at the sender and recipient as well as at nodes and at the e-mail provider and thus is comparable to postcards in terms of security because it can be viewed and changed by third parties. Secure communication is not possible in this way. We therefore offer you the option of communicating with us via an encrypted system (end-to-end encryption).