

GORFER

ADVOKATUR
ST. MORITZ

PRIVACY POLICY FOR THE ATTORNEY-CLIENT RELATIONSHIP

I. PRIVACY POLICY

- 1 We process personal data (data that directly or indirectly identifies natural persons) that we receive from you or third parties involved in the context of the client relationship or that we collect ourselves. The law firm Gorfer Advokatur, Martina Gorfer, Via Maistra 24, 7500 St. Moritz, is responsible for the processing of personal data described in this privacy policy.
- 2 Some of the personal data is provided to us by you or the data subjects when you contact us by e-mail or telephone and request our services. This includes, for example, name and contact details as well as information about the role of the data subject at the company or organisation for which you or the respective contact persons work or on whose behalf you or they contact us. We also process personal data that we receive in our correspondence with third parties (namely clients, counterparties, authorities and courts and their employees or other contact persons) within the scope of the client relationship (e.g. name, contact details, date of birth, information on the employment relationship, income situation, family circumstances or state of health). In addition, we collect some personal data ourselves, e.g. from public registers or on websites.
- 3 We process the types of personal data mentioned above primarily in order to provide, document and invoice our legal services.
- 4 In order to achieve the purposes described in this privacy policy, it may be necessary for us to pass on personal data to the following categories of recipients: external service providers, clients, counterparties and their legal representatives, business partners with whom we may need to coordinate the provision of legal services, as well as authorities and courts.
- 5 We only store the personal data for as long as this is necessary for the client relationship, when there is a legal obligation to retain and document it, or if we have an overriding private or public interest in doing so. We take proportionate and reasonable precautions to protect personal data from loss, unauthorised alteration or unauthorised access by third parties. If you provide us with personal data through a third party (e.g. your employees or other contact persons), it is up to you to inform them in a general way about the processing by legal service providers (such as us) or other external service providers (e.g. in an employee privacy policy).
- 6 We would like to point out that we rely on external IT service providers and cloud providers with servers in Switzerland as part of our mandate. We then use certain IT services and means of communication that may be associated with data security risks (e.g. e-mail, video conferences). It is your responsibility to inform us if you require special security measures.

GORFER

ADVOKATUR
ST. MORITZ

I. PRIVACY POLICY

Page 2

- 7 We have a legitimate interest in processing personal data in accordance with the stated purposes. Some processing is also necessary for us to be able to fulfil our contractual obligations towards you or our legal obligations (e.g. retention obligations).
- 8 In particular, data subjects have the right to access the personal data stored in connection with them and to receive information about the purpose of the data processing, the right to rectification as well as the deletion or restriction of the processing of their personal data, the right to object to the processing, the right to take legal action with a competent supervisory authority and the right to data transfer/portability. Please note, however, that these rights are subject to conditions and exceptions. To the extent permitted or required by law, we may refuse requests to exercise these rights. For example, we may or must retain or otherwise continue to process the personal data despite a request to erase the personal data or restrict processing for legal reasons.
- 9 No consent to the privacy policy is required on the part of the client, their employees or other contact persons. The privacy policy merely serves information purposes about the type, scope and purpose of the use of personal data by the law firm Gorfer Advokatur, St. Moritz. Gorfer Advokatur reserves the right to unilaterally change the content of the aforementioned privacy policy at any time and without notice.
- 10 If you have any questions or if you or your employees or other contact persons would like to exercise your or their rights under data protection law, please contact us via gorfer@gorfer-stmoritz.ch or write to Martina Gorfer, Attorney at Law, Via Maistra 24, 7500 St. Moritz.

Place, Date

Agreed:

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