



KSB INTAX
Rechtsanwälte
Wirtschaftsprüfer
Steuerberater
Notare

Notice concerning data processing for clients and business partners

On the basis of the European General Data Protection Regulation (GDPR), we herewith provide you with the following data protection notice:

1. Name and contact details of the controller as well as of the data protection officer

Controller:

KSB INTAX v. Bismarck Rechtsanwälte Wirtschaftsprüfer Steuerberater Part-GmbH, Luerstraße 10 -12, 30175 Hannover, Germany, info@ksb-intax.de, Tel. 0511/85 40 4-0, Fax 0511/815874

The data protection officer is available under the address provided above as well as under datenschutz@ksb-intax.de.

2. Collection and storage of personal data as well as the type of processing and its purposes

2.1 Client processing

In the scope of our engagement, we collect the following information:

- First name, last name, valid email address, address, telephone number (standard/mobile) as well as
- Any and all information that is necessary for the enforcement and defense of your rights within the scope of our engagement.

These data are collected in order to identify you as our client, in order to provide you with adequate legal advice and to represent you as well as to be able to communicate with you and invoice you properly.

This data processing takes place at your request and is, for the purposes named, necessary as per sentence 1 point (b) of Art. 6 paragraph 1 GDPR for the appropriate handling of the engagement and for the mutual fulfillment of obligations arising in connection with the engagement contract.

The personal data we collect will be stored until the end of the statutory retention requirements for attorneys (six years after the end of the calendar year in which the engagement ends) and will be erased thereafter except where we are obligated



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to store such for a longer period as per sentence 1 point (c) of Art. 6 paragraph 1 GDPR due to retention and documentation obligations for reasons of taxation and commercial law (from the German Commercial Code (“HGB”), German Criminal Code (“StGB”) or the German Tax Code (“AO”)) or where you have consented to a longer storage as per sentence 1 point (a) of Art. 6 paragraph 1 GDPR.

2.2 Information on events and current legal developments

We also use the contact information of our clients and business partners (first name, surname, e-mail address, postal address) to inform you by post and/or e-mail about events and current developments in the areas of legal services and tax consultancy.

The legal basis for the processing of the e-mail address for the aforementioned purpose is - if you have given your consent to do so – point (a) of Art. 6 paragraph 1 GDPR. The legal basis for the processing of further contact information for the aforementioned purpose is our legitimate interest according to point (f) of Art. 6 paragraph 1 GDPR. We have a legitimate interest in keeping you informed about our services and current legal developments.

The data will be deleted as soon as they are no longer required for the above-mentioned purposes. This is the case, for example, if you make use of your right of objection and/or revocation in accordance with items 5 and 6 of this notice.

3. Provision of data to third parties

Your personal data are not transferred to third parties for purposes other than those listed below.

To the degree that this is necessary as per sentence 1 point (b) of Art. 6 paragraph 1 GDPR for the performance of our engagement with you, your personal data will be provided to third parties. In particular, this includes the provision thereof to opponents and their representatives (in particular their attorneys) as well as to courts and other public authorities for the purpose of correspondence as well as for the enforcement and defense of your rights. The data so provided may only be used by the third parties for the purposes named.

Our professional obligation as attorneys to maintain confidentiality remains unaffected. To the degree that data are affected that are subject to this confidentiality obligation, the provision thereof to third parties will only take place after consultation with you.

4. Rights of the data subject



You have the right:

- as per Art. 7 paragraph 3 GDPR to withdraw your consent previously granted at any time. As a result, we will no longer be allowed to and will not continue processing the data in the future that was subject to this consent;
- as per Art. 15 GDPR to obtain access to the personal data that we process. In particular, you may obtain information about the purposes of the processing, the categories of personal data concerned, the categories of recipients to whom the personal data have been or will be disclosed, the envisaged storage period, the existence of a right to rectification, erasure, restriction of processing or objection, the existence of a right to lodge a complaint, the source of the data where we did not collect it as well as the existence of automated decision-making, including profiling, and where applicable meaningful information about the individual details thereof;
- as per Art. 16 GDPR to obtain without undue delay the rectification of inaccurate personal data concerning yourself stored with us or to have incomplete personal data concerning yourself stored with us completed;
- as per Art. 17 GDPR to obtain the erasure of the personal data we have stored, to the extent that the processing is not necessary for exercising the right of freedom of expression and information, for compliance with a legal obligation, for reasons of public interest or for the establishment, exercise or defence of legal claims;
- as per Art. 18 GDPR to obtain the restriction of the processing of your personal data where you contest the accuracy of the data, where the processing is unlawful and you oppose the erasure of the personal data, where we no longer need the personal data for the purposes of the processing, but they are required by you for the establishment, exercise or defence of legal claims, or where you have objected to processing pursuant to Article 21 paragraph 1 GDPR;
- as per Art. 20 GDPR to obtain your personal data, which you have already provided to us, in a structured, commonly used and machine-readable format or have such transmitted to another controller and
- as per Art. 77 GDPR to lodge a complaint with a supervisory authority. In general, you can contact the supervisory authority at your place of habitual residence, place of work or at the location of our firm.

5. Right to object to processing

Where your personal data are processed on the basis of legitimate interests as per sentence 1 point (f) of Art. 6 paragraph 1 GDPR, you have the right as per Art. 21 GDPR to object to the processing of your personal data where grounds exist relating to your particular situation.



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You may send us your objection at any time (e.g. through an email to diana.milnik@ksb-intax.de).

6. Right of revocation

If your personal data are processed on the basis of your consent pursuant to sentence 1 point (a) of Art. 6 paragraph 1 GDPR, you have the right to revoke your consent at any time with effect for the future.

You may send us your notice of cancellation at any time (e.g. through an email to diana.milnik@ksb-intax.de).