



PRIVACY NOTICE

Version 2018-1

Skarp Stockholm Advokatbyrå AB, org.nr 556763-6609, (below "Skarp", "we", "our" or "us") is the data controller for the processing of personal data within our business operations.

1. Which personal data do we process?

We process personal data in primarily the following categories:

- (i) Contact persons to clients, counterparties and other stakeholders that we communicate with when performing assignments, or which we process when preparing for an assignment as well as handling or administrating the assignment.
- (ii) Contact persons to potential clients, other law firms and consultants.
- (iii) Employees and job applicants.

The personal data that we collect and process includes name, title/position and contact information such as address, e-mail address and telephone number. The majority of the personal data has been provided to us by you or your employee. We may also collect and process personal data from external sources such as publically available company- and address records, public websites and credit bureaus.

You are not obliged to provide your personal data to us. In some cases, when we have requested your personal data in connection with an assignment, the fact that you do not provide the requested information may result in us being unable to carry out necessary conflict checks and money laundering screening.

2. Purpose

We process personal data in order to carry out obligatory conflict checks and money laundering screening, to carry out and to administer assignments, to protect your or our clients' interests and for accounting and invoicing purposes. Personal data may also be processed for other legitimate purposes, such as business and method development, marketing, market analyses, statistics, recruitment and risk management.

3. Legal basis

We process personal data when necessary in order for us (i) to fulfil a contract with you or to be able to take steps before entering such contract (ii) to fulfil a legal obligation which we are subject to and (iii) to fulfil a legitimate interest where we consider that the legitimate interest out-weights the data subjects' interests or rights and freedoms.

Processing for the purposes of developing and analysing our business as well as for marketing purposes are processed based on our legitimate interests to develop our business, offer relevant courses, training and seminars as well as communicating with our contacts.

4. Transfers of personal data

It is necessary for us to transfer your personal data to external service suppliers who will store and have access to the personal data on our behalf. We will not otherwise transfer your personal data to external parties unless:

- (i) you have specifically consented to the transfer,
- (ii) it is necessary within the scope of an assignment in order to protect your or our clients' rights and interest, and
- (iii) it is necessary in order for us to fulfil a legal obligation or comply with an official decision or a court order.

Personal data may be transferred to courts, authorities, counterparties and their counselors when it is necessary in order to protect your or our clients' rights.

We will not transfer or process personal data outside of the EU/EEA, other than to the extent necessary within the scope of an assignment.

5. For how long is personal data stored?

Personal data that we process within the scope of an assignment will be stored, in accordance with the obligations in "Vägledande regler för god advokatsed" that we are subject to, for ten years counted from the day the assignment is completed or longer if required by the nature of the assignment.

Personal data that is processed in order to develop, analyse and market our services will be stored for twelve months from the last contact with you. Personal data about job applicants will be stored for the duration of the recruitment process (if applicable) and thereafter up to one year in order to be able to offer you employment.

We will otherwise process your personal data for as long as necessary for the current purpose for the processing of your personal data.

6. Your rights

You have the right to free of charge request information about the use of your personal data. We will upon your request, or at our own initiative, erase data that is incorrect or restrict the processing of such data. Furthermore, you have the right to object to certain processing or request that your personal data is not processed for the purpose of direct marketing. You also have the right to, under certain circumstances and to a certain extent, receive your personal data in a machine-readable format.

If you are not satisfied with our processing you can lodge a complaint to Datainspektionen (www.datainspektionen.se) or turn to the supervisory authority in another country.

7. Contact

If you have any queries about how we process your personal data, please contact us at info@skarplaw.se.