

LLG Advokat

PRIVACY POLICY

2020-12-30

1. INTRODUCTION

1.1. LLG Advokat KB, company reg. no. 969791-3847 ("LLG", "us", "we" or "our") care about the integrity of our clients, suppliers and other business partners and it is important for us to comply with applicable data protection laws. This privacy policy applies to all services provided by LLG in any matter or engagement as well as in contact with our suppliers and other business partners.

1.2. We want to make sure that you feel safe when we process your personal data, therefore we handle personal data with the utmost care. This privacy policy is intended to inform you on how we collect and process your personal data. Therefore, we encourage you to read this privacy policy carefully.

2. DATA CONTROLLER

2.1. LLG Advokat KB, Åsögatan 119, 116 24 Stockholm, is the data controller according to applicable data protection laws and is responsible for processing your personal data due to an engagement or other processing in our daily work.

2.2. If you have any questions regarding our processing of personal data, please contact us on email at info@llgadvokat.se or by post at LLG Advokat KB, Åsögatan 119, 116 24 Stockholm.

3. PERSONAL DATA

3.1. Personal data means all information that can identify a physical person directly or indirectly. This includes information such as name, address and personal identification number but also, for example, a photo of you.

4. PROCESSING OF PERSONAL DATA

4.1. We may collect your personal data in various ways. Mainly, we will collect data directly from you, but we may also collect data from other sources, such as authorities.

4.2. LLG process your personal data when you enter into an agreement with us, apply for a position or/and otherwise when in contact with us.

4.3. We may collect personal data such as name, personal identification number, corporate identity number (if sole proprietorship), address, phone number, e-mail, photos, resume and grades.

4.4. We may also process other types of personal data given to us in connection with an engagement or that has otherwise been registered in preparation for or administration of an engagement.

5. PURPOSE AND LAWFULNESS OF PROCESSING

5.1. Personal data may only be processed if it is necessary in relation to the purpose and on a lawful basis. Below you can see how we use your personal data and which lawful basis we have for processing your personal data.

We process your personal data:

- a. to carry out mandatory controls regarding conflict of interests and anti-money laundry; and
- b. for accounting purposes.

Processing of personal data according to items a.- b. above is based on legal obligation.

We process your personal data:

- c. to fulfil an engagement or obligation in a contract;
- d. to invoice;
- e. for contact and to handle questions; and
- f. to process payment.

Processing of personal data according to items c.- f. above are necessary to enter into and fulfil a contract with you. Contract includes the contract you enter with us in connection with an engagement and the contract we enter with you regarding your services.

We process your personal data:

- g. for recruitment purposes.

Processing of your personal data according to item g. above is based on your consent. You have the right to withdraw your consent to processing at any time.

We process your personal data:

- h. when you contact us; and
- i. for the procurement of our client's legal interests, for example if you are a counterpart to our clients.

Processing of your personal data according to items h.- i. is based on legitimate interest. You have the right to object to processing in these cases.

6. WHERE AND HOW LONG WE STORE YOUR DATA

6.1. Your personal data will be stored and processed within the EU/EEA.

6.2. We will retain your personal data as long as necessary in relation to the purpose of processing or if necessary to comply with applicable laws, to resolve disputes or to enforce our contracts. We discard your personal data as soon as it is no longer necessary for the purpose by deleting or anonymise the data.

7. SHARING OF YOUR PERSONAL DATA

7.1. Your personal data may be shared with our trusted partners and service providers when needed to provide our services to you or in order to fulfil contracts, such as server hosts, business systems and IT support. Personal data that has been shared with our service providers may only be processed by them in order to fulfil their duties.

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7.2. Personal data may also be shared to comply with legal or regulatory requirements, court rulings or otherwise when necessary to comply with mandatory provisions.

8. YOUR RIGHTS

8.1. You have the following rights and below you can see how to use them:

Right to access: You have the right to get information on our processing of your personal data and to get access to the personal data we process.

Right to rectification: You have the right to request rectification of inaccurate or incomplete personal data.

Right to deletion (right to be forgotten): You can request to get your data deleted where there is no legal basis for continued processing.

Right to restriction of processing: In some cases, you have the right to restriction of processing of your personal data. This means that we may only store the data but not process it. This may for example be applicable during an ongoing investigation about your data being inaccurate or not.

Right to object: You have in some cases the right to object to further processing of your personal data.

Right to data portability: Data portability enables you to get some of your personal data in a machine-readable format, which enables your reuse.

processing of your data to be in violation of applicable data protection laws, you have the right to lodge a complaint with the Swedish Data Protection Authority.

11. CHANGES TO THIS PRIVACY POLICY

11.1. We may make changes in this privacy policy. If we make changes, we will publish a new version at llgadvokat.se and the changes will come into force at the date of publication.

If you want to request your right(s) as described above, you can send a request by e-mail to info@llgadvokat.se.

9. SECURITY

9.1. The protection of your data is important to us and we take all appropriate security measures to protect your data from unauthorised access, change or loss. We are continuously improving our security measures in line with the development in the technical field.

10. RIGHT TO COMPLAIN

10.1. The Swedish Data Protection Authority (Sw. *Datainspektionen*) is the supervisory authority for the processing of personal data in Sweden. If you consider our

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