

## Information about GDPR

With this letter we inform you according to Art. 12, 13 of the General Data Protection Regulation (GDPR) about the processing of personal data.

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

This privacy policy applies to data processing by:

Responsible person: T/S/C Fachanwälte für Arbeitsrecht Schipp & Partner Rechtsanwälte mbB, Carl-Bertelsmann-Str. 4, 33332 Gütersloh, Germany (hereinafter: T/S/C)

E-mail: [info@t-s-c.eu](mailto:info@t-s-c.eu)

Telephone: +49 5241 90330

Fax: +49 5241 14859

The T/S/C data protection officer is DataCo GmbH, Dachauer Str. 65, 80335 Munich, [datenschutz@t-s-c.eu](mailto:datenschutz@t-s-c.eu).

### 2. Collection and storage of personal data as well as type and purpose and their use

If you mandate us, we collect the following information:

- form of personal address, first name, surname of the client or, if the client is not a natural person, the contact named by our client.
- a valid e-mail address for the client or, if the client is not a natural person, of the contact person designated by our client,
- mailing address of the client
- client's telephone number (land-line and/or mobile) or, if the client is not a natural person, the contact person designated by our client.
- information necessary for the assertion and defence of your rights under the mandate

The collection of this data is necessary

- to identify you as our client;
- in order to be able to advise and represent you appropriately;
- for the purpose of correspondence with you;
- for invoicing;
- for the handling of possible liability claims;
- and to assert or defend against any claim(s).

Pursuant to Art. 6(1)(1) lit. b GDPR, data processing is necessary for the purposes stated for the appropriate processing of the mandate and for the mutual fulfilment of obligations arising from the mandate agreement.

The personal data collected by us for the purpose of the mandate will be stored until expiry of the limitation period in accordance with § 199(3)(1) BGB (German Civil Code) for 10 years after termination of the mandate and deleted thereafter, unless we are obliged to store the data for a longer period of time in accordance with Article 6(1)(1)c GDPR (German Data Protection Act) on the basis of tax and commercial law storage and documentation obligations (from German Commercial Code, StGB or AO) or in exceptional cases the safeguarding of legitimate interests justifies the storage of the data in accordance with Article 6(1)(1) f GDPR.

### 3. Communication of data to third parties

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 (1)(1)b GDPR for the processing of client relationships with you, your personal data will be passed on to third parties. This includes, for purposes of correspondence as well as asserting and defending your rights within the scope of the mandate, in particular the disclosure to opponents of proceedings and their representatives (in particular their lawyers) as well as courts and other public authorities. The data passed on may be used by the third party exclusively for the aforementioned purposes. The attorney-client privilege remains unaffected. Insofar as the data concerned is subject to the attorney-client privilege, it will only be passed on to third parties in consultation with you.

For the purposes of processing and invoicing the mandate, we use EDP systems and programs on which IT service companies commissioned by us perform maintenance, backup and other technical, non-mandate-related services, during the execution of which they may also have to inspect your personal data. When handling data, the service providers act exclusively within the scope of their mandate without their own decision-making powers. This handling can be a passing on of data in the sense of the GDPR.

### 4. Rights of the data subject

You have the right:

- to request information about your personal data processed by us in accordance with Art. 15 GDPR. In particular, you may request information on the processing purposes, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right of rectification, deletion, restriction of processing or objection, the existence of a right of complaint, the origin of your data unless it has been collected from us, as well as the existence of an automated decision-making process including profiling and, where applicable, meaningful information on its details;
- in accordance with Art. 16 GDPR, to immediately request the correction of incorrect or incomplete personal data stored by us;

- to demand the deletion of your personal data stored by us in accordance with Art. 17 GDPR, unless processing is necessary for the exercise of the right to freedom of expression and information, for the fulfilment of a legal obligation, for reasons of public interest, or for the assertion, exercise or defence of legal claims;
- to demand the restriction of the processing of your personal data pursuant to Art. 18 GDPR if the accuracy of the data is disputed by you, the processing is unlawful but you refuse its deletion and we no longer need the data, but you need it to assert, exercise or defend legal claims or you have objected to the processing pursuant to Art. 21 GDPR;
- in accordance with Art. 20 GDPR, to receive your personal data which you have provided to us in a structured, common and machine-readable format or to request the transfer to another responsible person, and
- to complain to a supervisory authority in accordance with Art. 77 GDPR. As a rule, you can contact the supervisory authority of your usual place of residence or place of work or our office.

## 5. Right of objection

If your personal data is processed on the basis of legitimate interests pursuant to Art. 6(1)(1)f GDPR, you have the right to object to the processing of your personal data pursuant to Art. 21 GDPR if there are reasons for doing so which result from your particular situation.

If you wish to make use of your right of objection, simply send an e-mail to [info@t-s-c.eu](mailto:info@t-s-c.eu).

T/S/C Fachanwälte für Arbeitsrecht Schipp & Partner Rechtsanwälte mbB  
PR 3171 AG Essen