

PRIVACY POLICY

We process personal data (data that directly or indirectly identifies natural persons) that we receive from you or involved third parties within the scope of the client relationship or that we collect ourselves. ARNOLD LEGAL Ltd., Gotthardstrasse 3, 6300 Zug, Switzerland, is responsible for the processing of personal data as described in this Privacy Policy.

Some of the personal data is provided by you or the data subjects themselves when you or they 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 person concerned at the company or organization 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) in the context of the mandate relationship (e.g. name, contact data, date of birth, information on the employment relationship, income situation, family relationships or state of health). We also collect some personal data ourselves, for example, from public registers or websites.

We process the aforementioned types of personal data primarily in order to provide, document and bill our legal services.

In order to achieve the purposes described in this Privacy Policy, it may be necessary for us to disclose 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 rendering of legal services, as well as public authorities and courts.

We store personal data only for as long as it is necessary to process the client relationship, for as long as there is a legal obligation to retain and document the data, or for as long as we have an overriding private or public interest in doing so. We take reasonable and appropriate precautions to protect personal data from loss, unauthorized modification or unauthorized access by third parties. If you provide us with personal data through a third party (e.g. through your employees or other contacts), 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 a Privacy Policy for employees).

We use certain IT services and communication tools which may be associated with data security risks (e.g. e-mail, video conferences). It is your responsibility to inform us of your desire for special security measures.

We have a legitimate interest in the processing of personal data corresponding to the aforementioned purposes. Some processing is also necessary so that we can fulfill our contractual obligations to you or our legal obligations (e.g. storage obligations).

In particular, persons concerned have the right to information about the personal data stored about them and the purpose of the data processing, the right of rectification as well as to deletion or restriction of the processing of their personal data, the right to object to the processing, the right to take legal action from a competent supervisory authority and to data portability/transferability. Please note, however, that conditions and exceptions apply to these rights. 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 personal data for legal reasons despite a request to delete the personal data or restrict the processing.

It is not necessary that the client, his employees or other contact persons agree to the Privacy Policy. The Privacy Policy is merely information about the nature, scope and purpose of the use of personal data by ARNOLD LEGAL Ltd. ARNOLD LEGAL Ltd. reserves the right to unilaterally change the content of the aforementioned Privacy Policy at any time and without notice.

If you have any questions or if you or your employees or other contact persons wish to exercise your or their data protection rights, please contact us at info@arnold-legal.com or write to ARNOLD LEGAL Ltd., Gotthardstrasse 3, 6300 Zug.

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