

## Information about the processing of personal data at Engström & Hellman Advokatbyrå AB

- 1.1. This information is intended for you, who is a client, the contact person of a client, or a prospective client who is the subject of our marketing initiatives.
  - 1.2. At Engström & Hellman Advokatbyrå AB, we protect your personal privacy. This information sheet outlines how we collect, use, and protect your data, as well as how you can safeguard your rights. If you have questions or comments regarding our processing of your data, please don't hesitate to contact us.
  - 1.3. Engström & Hellman Advokatbyrå AB is the data controller for the personal data of clients who are natural persons, and for data on natural persons who are contact persons of clients, which we obtain in conjunction with assignments or which is otherwise processed when an assignment is prepared or managed.
  - 1.4. Normally, the personal data we process about you comes from you or from someone in your organisation in connection with the conclusion of an assignment agreement or other agreement. Although you are not obliged to provide personal data to us, we cannot commit to an assignment without it, as we would be unable to carry out the necessary conflict of interest and money-laundering checks.
  - 1.5. The data we process about you is personal data and contact information such as your name, address, e-mail address, phone number, and personal identity number. We also process other data that you provide us in connection with our performance of legal assignments on your or your organisation's behalf.
  - 1.6. We process data in order to carry out obligatory conflict of interest and (where applicable) money-laundering checks, to carry out and administer the assignment, to safeguard your interests, and for accounting and invoicing purposes. This data is processed in order to fulfil the agreement on the supply of legal services that we concluded with you as a client or, if you are a contact person for a client, with the support of a balance of interests where our legitimate interest in undertaking the processing is to perform, document, and manage the assignment. With regard to assignments as a public defender or plaintiff's assistant, however, data is processed as is necessary for us to fulfil an assignment in the public interest. In addition, we have a legal obligation to retain all documents in ongoing and closed cases.
  - 1.7. Data may also be used for business and method development, market analysis, statistics, and risk management. Data processed for the purpose of developing and analysing the business is processed with the support of a balance of interests and on the basis of our legitimate interest in developing the business and communicating with our contacts.
  - 1.8. We will not disclose personal data to external parties unless (i) it has been expressly agreed between the law firm and you, (ii) it is necessary to safeguard your (or your organisation's) rights within the framework of a specific assignment, (iii) it is necessary for us to fulfil statutory obligations or subsequent decisions by public authorities or court rulings, or (iv) we hire independent service providers who will carry out assignments on our behalf. If necessary, data may be disclosed to courts, public authorities, counterparties, and counterparty representatives in order to safeguard your (or your organisation's) rights.
  - 1.9. In accordance with the law firm's legal obligations set out in the Guidelines for Good Legal Practice (sw: "God advokatsed"), personal data may be saved for a period of ten years from the date of completion of the assignment, or a longer period as dictated by the nature of the assignment. Data processed for the purpose of developing, analysing, and marketing the law firm's business is saved for a period of one year following the latest contact. If you unsubscribe from a newsletter or similar, your data will be immediately deleted.
  - 1.10. We process all personal data in accordance with the data protection legislation applicable at the time of processing. The personal data is stored in physical and IT environments with security measures to prevent unauthorised access. Reasonable standards for the protection of personal data are adhered to. These measures are taken in order to prevent the unauthorised or unlawful processing of your data and the unintentional loss or destruction of, or damage to this data.  
*Right to information and rectification*
  - 1.11. You have the right, free of charge, to request information from the law firm about the personal data we process and the use of your personal data. If you believe that the data on you is incorrect or incomplete,
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you have the right to request its rectification. At your request or on our own initiative, we will amend or delete data that is incorrect or limit the processing of such data.

*Right to object*

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| 1.12. You have the right to object to our processing of your personal data based on a balance of interests. Once you have specified the processing that you object to, we must then demonstrate that there are interests that weigh more heavily. In addition, you have the right to object at any time to the processing of your personal data for direct marketing purposes. |
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*Right to data portability*

- 1.13. You are also entitled to obtain a copy of your personal data in a machine-readable format or, where technically feasible, to have the data transferred to a third party nominated by you.

*Questions, comments, and complaints*

- 1.14. Should you have any questions relating to our processing of personal data, please email us at [info@engstromhellman.se](mailto:info@engstromhellman.se) or contact us at the below address.
- 1.15. If you believe that your personal data has been processed incorrectly, please report this to us as soon as possible. If you are dissatisfied with our processing, you can submit a complaint to a supervisory authority, which in Sweden is the Swedish Data Protection Authority ([www.datainspektionen.se](http://www.datainspektionen.se)). You can also contact the supervisory authority in the country where you live or work.
- 1.16. The data controller is Engström & Hellman Advokatbyrå AB, Spannmålgatan 19, SE-411 05 Gothenburg, Sweden, phone +46 (0)31-757 99 00, [www.engstromhellman.se](http://www.engstromhellman.se).