

## DATA PRIVACY STATEMENT

In connection with your mandating of Meissner Bolte Patentanwälte Rechtsanwälte Partnerschaft mbB, we advise you of the following information pursuant to the EU General Data Regulation (hereinafter "GDPR"):

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

This data privacy statement applies to the data processing by:

Controller: Meissner Bolte Patentanwälte Rechtsanwälte Partnerschaft mbB, Hollerallee 73 (hereinafter „Meissner Bolte“), 28209 Bremen, Germany, Email: [mail@meissnerbolte.de](mailto:mail@meissnerbolte.de), Telephone: +49-421-348740, Fax: +49-421-342296

The company data protection officer of Meissner Bolte can be contacted at the address Meissner Bolte Patentanwälte Rechtsanwälte Partnerschaft mbB, Widenmayerstraße 47, 80538 Munich, Germany, or on [datenschutzbeauftragter@mb.de](mailto:datenschutzbeauftragter@mb.de), respectively.

### 2. Collection and storage of personal data and the nature and purpose of their use

For the purposes of the mandate we collect the following information

- form of address, first name, surname, one or more valid e-mail addresses, address,
- telephone number (landline and/or mobile and eventually fax number),
- information required to assert or defend your rights under the brief for instance for drafting, filing, obtaining, defending or prosecuting of protective rights.

The aforementioned data are processed by us for the following purposes:

- to identify you as our client,
- to provide you with adequate legal advice and representation,
- for correspondence with you,
- for invoicing,
- to settle possibly existing liability claims as well as enforcement of possible claims against you, and
- for further administrative purposes.

The legal basis for data processing is Art. 6 (1) sentence 1 lit. f) GDPR. Our legitimate interest follows from the aforementioned purposes for data collection. We never use the collected data for drawing conclusions about you.

The personal data collected by us for the purposes of the mandate will be stored until the expiration of the statutory retention obligations for lawyers (6 years after the end of the calendar year in which the brief was terminated) and then deleted, unless we are under Article 6 (1), sentence 1, lit c) of the GDPR obligated to retain the data for a longer period of time due to tax and commercial storage and documentation obligations (having regard to HGB, StGB or AO).

### 3. Transferring data to third parties

Your personal data are not passed on to third parties for any other purposes than the ones mentioned below.

Insofar as this is required by Art. 6 (1), sentence 1, lit b) for handling of the client-lawyer relationships with you, your personal data will be transferred to third parties. This includes in particular the transfer to patent and/or trademark offices as well as courts and other public authorities, opponents of the proceedings and their representatives (in particular their lawyers) for the purpose of correspondence as well as for the assertion and defence of your rights. The data may only be processed by the third parties for the stated purposes. For the purpose of filing, obtaining and enforcing of protective rights in foreign countries we transfer the personal data necessary also to the competent authorities and courts as well as to patent and legal lawyers.

This shall be without prejudice to the attorney-client privilege. As far as data are concerned, which are subject to the attorney-client privilege, transfer of data takes place only with your consent.

As part of our internal law firm we engage service providers who may also be able to access personal data as part of their job. These include:

- tax consultants of Meissner Bolte;
- external accountants of Meissner Bolte for accounting purposes;
- IT service providers managing our IT systems; and
- patent attorneys and attorneys-at-law subject to the obligation of professional secrecy, whom we may engage as freelance employees in the course of handling client requests.

These data may only be processed by the service providers by the stated purposes. The service providers are committed, either by operation of law or by contractual agreement, to strictest confidentiality. They were informed that violations of confidentiality also have criminal consequences for service providers.

### 4. Data protection rights

You have the right to:

- revoke your consent at any time which you had given to us once according to Art.7 paragraph 3 GDPR. As a consequence, we cannot continue processing data in the future, which was based on this consent,
- demand information about your personal data processed by us according to Art. 15 GDPR, and especially demand information about the purpose of processing your data, the category of personal data, the category of recipients to whom your data was or will be disclosed, the intended storage duration of your data, the right to rectification, deletion, to limit data processing or the right to object, the right of appeal, information about the origin of your data, as long as it was not collected by us, and information about existence of automated decision making including profiling and if necessary, meaningful details about it;
- immediately demand the rectification of incorrect or incomplete personal data saved with us according to Art. 16 GDPR;
- demand deletion of your personal data saved by us according to Art. 17 GDPR, unless processing your data is necessary for exercising the right to free expression and freedom of information, to fulfil a legal obligation for reasons of public interest or for asserting, exercising or defending legal claims;
- demand limitation on processing your personal data according to Art. 18 GDPR, if the correctness of data is disputed by you, processing your data is unlawful, but you reject deleting it and we do not use the data any longer, and you need it for asserting, exercising or defending legal claims or if you have raised an objection against processing your data according to Art. 21 GDPR;

- demand that you receive your personal data that you have given us, in a structured, common and machine-readable format according to Art. 20 GDPR or to send it to another responsible party; and
- file a complaint with a regulatory authority according to Art. 77 GDPR. Generally, you can approach the regulatory authority in your usual residence or workplace or at our office location.

## 5. Right of objection

As long as your personal data are processed on the basis of legitimate interests according to Art. 6 (1) sentence 1 lit. f) GDPR, you have the right according to Art. 21 GDPR to raise an objection against processing your personal data, if there are reasons for it which result from your special situation or if the objection is against direct advertising. In the latter case, you have a general right of objection which is executed by us without the need to specify any special situation.

If you want to exercise your right of objection or revocation, just send an email to [mail@mb.de](mailto:mail@mb.de).

## 6. Data security

In general, we use the appropriate technical and organisational security measures to protect your data against accidental or intentional manipulation, partial or complete loss of data, destruction of data or against unauthorised access by third parties. We continuously improve our security measures according to the technological developments.

## 7. Topicality and amendments to this data privacy statement

We may update this data privacy statement from time to time. This data privacy statement is currently valid and was prepared in May 2018.