

## **Processing of personal data at Elander Advokatbyrå**

### *Information under the General Data Protection Regulation (2016/679 EC)*

Elander Advokatbyrå protects your privacy and always strives to protect your personal data and handle it securely in accordance with applicable laws and regulations. Below is information about how we process your personal data, for what purposes and reasons, and your rights in connection with this.

Elander Advokatbyrå is responsible for the personal data in respect of contact persons that we receive in connection with assignments or which is otherwise processed when the assignment is prepared or administered. We collect information for our clients and, when deemed necessary, for other persons who may be included in the assignment, such as counterparties, counterparty representatives, witnesses or other contact persons. You are not required to provide your personal information or the personal information of other people to us, but unless we receive this information we cannot undertake an assignment for you because we cannot perform any necessary disqualification checks. We may also process data of persons outside of actual assignments such as suppliers, jobseekers or potential clients. The personal data that is processed depends on the relationship with the registered person and may include name, civic registration number, contact details, invoicing information and information about the case that involves you.

In connection with an assignment for you, we process data to perform mandatory disqualification checks, to perform and administer the assignment, to safeguard your interests, and for accounting and invoicing purposes. Processing of the data is always performed on a legal basis – usually when you have given your consent or when it is necessary to make an agreement or a legal obligation.

We will not disclose personal data to third parties other than when:

- (i) it is specifically agreed between us and you,
- (ii) within the framework of a particular assignment, it is necessary to safeguard your rights,
- (iii) it is necessary for us to meet statutory obligations or comply with decisions by an authority or a court; or
- (iv) we engage external service providers who perform assignments on our behalf.

The information may also be disclosed to courts, authorities, counterparties and counterparty representatives if this is necessary to safeguard your rights.

Personal data is never stored for longer than deemed necessary under applicable laws and regulations.

Personal data which has been included in an assignment is stored for accounting purposes and in accordance with the archiving obligation of Elander Advokatbyrå under the Guidelines for the ethical standards of advocates, for a period of ten years from the date of completion of the case or longer if



this is considered necessary after careful consideration of the nature of the case. We also save the information which is deemed necessary for future disqualification checks.

You always have the right to request information from Elander Advokatbyrå free of charge regarding the use of the personal data relating to you. We will correct or delete data that is incorrect or limit the processing of such information at your request or as we consider appropriate. You also have the right to request that your information is not processed for direct marketing purposes. You also have the right to be given your personal data in a machine-readable format or, if technically possible, to have the data transferred to a third party that you specify. If you are dissatisfied with our processing of your personal data, you may file a complaint with the supervisory authority. In Sweden, the supervisory authority is the Data Inspection Authority ([www.datainspektionen.se](http://www.datainspektionen.se)). If you do not live in Sweden, you can also contact the supervisory authority in the country where you live or work.

If you have any questions about our processing of your personal data, please contact us at [info@elanderradvokat.se](mailto:info@elanderradvokat.se) or telephone +46-8-610 10 10.

#### **The Personal Data Controller:**

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