

DATA PRIVACY STATEMENT
BOECK Rechtsanwälte AG | BOECK Attorneys at Law Ltd

1 Preamble

- 1.1 The protection of your personal data is of the highest priority for us at BOECK Rechtsanwälte AG ("**BOECK Law**"). We handle your personal data responsibly and in compliance with all applicable data protection regulations. These include, in particular, the provisions of the EU General Data Protection Regulation ("**GDPR**"), the Liechtenstein Data Protection Act, as well as all other applicable national and European regulations.
- 1.2 Below we explain which personal data we process, for what purposes such processing takes place, the legal basis on which the processing is carried out, and the rights to which you are entitled under the GDPR.

2 Personal Data, Purposes and Legal Bases of Processing

- 2.1 We process your personal data only if and to the extent that you have given your consent, if this is necessary for the fulfilment of contractual or legal obligations, or if it is required to safeguard the legitimate interests of BOECK Law, and provided that such processing is in compliance with all applicable national and European regulations. In particular, we process your personal data for the following purposes:
- 2.1.1 Based on your mandate or in preparation of your mandate, and therefore within the framework of the contractual relationship between us and other statutory or contractually agreed services related to our business relationship.
 - 2.1.2 For communication purposes.
 - 2.1.3 To comply with national and European legal provisions (such as the storage of data in order to comply with statutory retention periods).
 - 2.1.4 To maintain business relationships and to provide relevant and up-to-date legal or business information.
 - 2.1.5 For the proper and efficient conduct of our business operations and internal administration (such as for accounting purposes).
 - 2.1.6 To ensure IT security and the operation of our IT systems.
 - 2.1.7 For the engagement of service providers (eg, external IT service providers) who support our business processes.

2.1.8 For the settlement, assertion or defence of potential liability claims.

- 2.2 Furthermore, we process your personal data if another legal basis exists in accordance with the GDPR, while complying with data protection, civil law and all other applicable legal provisions. Only such personal data is collected that is necessary for the provision and performance of our services or that you have voluntarily provided to us.
- 2.3 Personal data includes all information relating to personal or factual circumstances of an identified or identifiable individual, for example name, address, email address, telephone number, date of birth, age, gender, video recordings, photographs, voice recordings of individuals, as well as biometric data. Special categories of data, such as health data or data related to criminal proceedings, may also be included.
- 2.4 Please note that when processing personal data on the basis of our legitimate interest, we always conduct a careful balancing of interests between our own interests and your legitimate interests requiring protection. Upon request, we will gladly provide further information regarding the balancing of interests carried out by us.

3 Use of Data

- 3.1 When you enter into a contractual relationship with us, you transmit personal data to us and possibly also business and trade secrets – both relating to yourself and to your relatives, employees or other third parties. In such cases, we assume that you are authorized to transmit this data.
- 3.2 We process your data and the data of third parties provided by you exclusively to the extent necessary for the proper establishment and execution of the mandate/contractual relationship.¹ Processing for other purposes will only take place if such processing is covered by the mandate, based on your consent, or based on another legal basis compliant with the GDPR.²

4 Data Security

- 4.1 The protection of your personal data is ensured through appropriate technical and organizational measures. These measures are designed in particular to protect against unauthorized, unlawful or accidental access, processing, loss, use or manipulation.
- 4.2 Despite maintaining a high level of security, it cannot be completely excluded that information transmitted electronically to us (eg, by email) may be viewed or misused by third parties.
- 4.3 Please therefore note that we cannot assume any liability for the disclosure or misuse

¹ Art 6 para. 1 lit b GDPR.

² Art 6 para. 1 lit a, lit c und lit f GDPR.

of information resulting from security vulnerabilities in data transmission that are beyond our control or from unauthorized access by third parties (eg, hacker attacks on email accounts).

5 Recipients or Categories of Recipients of Personal Data

- 5.1 As a general rule, we only transfer your personal data if a valid legal basis exists within the meaning of the GDPR. Any transfer is carried out exclusively to the extent necessary for the respective purpose, if required by applicable law, based on our legitimate interest pursuant to Art. 6 para. 1 lit. f GDPR, or based on your consent pursuant to Art. 6 para. 1 lit. a GDPR.
- 5.2 Your data will only be disclosed on the basis of and in compliance with the applicable data protection regulations (in particular Art. 6 para. 1 lit. b, lit. c and lit. f GDPR) and, where applicable, on the basis of your prior consent.
- 5.3 If necessary, your data may in particular be transferred to the following recipients:
 - 5.3.1 Accountants or tax advisors;
 - 5.3.2 Banks and insurance companies.

6 Notification of Data Breaches

We endeavor to ensure that data breaches are detected at an early stage and, where necessary, reported without undue delay to you and/or to the competent supervisory authority, including information on the categories of data affected.

7 Storage of Personal Data

- 7.1 We store personal data on secure servers located in Switzerland. Switzerland has been recognised by the European Commission as providing an adequate level of protection for personal data. We implement appropriate technical and organisational measures to protect personal data against unauthorised access, disclosure, alteration, or destruction and ensure that data is processed in accordance with applicable data protection laws, including the GDPR.
- 7.2 We store personal data only for as long as necessary to fulfil our contractual and legal obligations and to defend against potential liability claims. As soon as we no longer require your data for these purposes, it will either be deleted or anonymized in such a way that identification of your person is no longer possible.
- 7.3 The specific retention period depends on the respective processing purpose and the category of data concerned. Upon request, we will gladly provide you with detailed information regarding the applicable retention periods for your data.

8 Your Right regarding Personal Data

8.1 As a client or generally as a data subject within the meaning of the GDPR, you have in particular the following rights:

8.1.1 **Right of access**³: You have the right to obtain information about your personal data stored by us, the recipients, the storage period and the purpose of processing.

8.1.2 **Right to rectification**⁴: If the data processed about you is inaccurate or incomplete, you may request its correction or completion.

8.1.3 **Right to erasure**⁵: You may request the deletion of unlawfully processed or inaccurate data, provided that the legal requirements for such deletion are met.

8.1.4 **Right to restriction of processing**⁶: If it is unclear whether data is inaccurate, incomplete or unlawfully processed, you may request restriction of processing until the matter has been clarified. Restriction may also be requested if the data is no longer required for the purposes of processing but is necessary for the establishment, exercise or defence of legal claims, or if you have objected to the processing and the balancing of interests has not yet been completed.

Please note that the right to rectification, the right to erasure and the right to restriction of processing cannot be exercised simultaneously. You may either request correction/completion of your data or its deletion. Any such request must include sufficient justification explaining why the data should be corrected, deleted or restricted so that we can assess whether the legal requirements are fulfilled. In the case of rectification, the request must also indicate the correct data.

8.1.5 **Right to object**⁷: If processing is based on our legitimate interest, you may object at any time. Please state the reasons why you object to the processing.

8.1.6 **Withdrawal of consent**⁸: If processing is based on your consent, you may withdraw this consent at any time with effect for the future. The lawfulness of processing carried out prior to withdrawal remains unaffected.

³ Art. 15 GDPR.

⁴ Art. 16 GDPR.

⁵ Art. 17 GDPR.

⁶ Art. 18 GDPR.

⁷ Art. 21 GDPR.

⁸ Art. 7 GDPR.

- 8.1.7 **Right to data portability⁹:** In certain cases, you have the right to receive the data we store about you in a machine-readable format or to request that this data be transmitted to a third party designated by you, provided that no overriding legal obligations, confidentiality obligations, legitimate interests or disproportionate effort prevent this.
- 8.2 To exercise your rights, please contact our responsible person. To ensure that your data is not disclosed to unauthorized persons, we reserve the right to request appropriate proof of identity (eg, a copy of an official ID). The contact details of the responsible person can be found under Section 11 of this Data Privacy Statement.
- 8.3 If any changes occur to your personal data, we kindly ask you to inform us accordingly.
- 8.4 Although we make every effort to protect and safeguard the integrity of your data, disagreements regarding the manner in which your data is used cannot be completely excluded. If you believe that we are using your data in an unlawful manner, you have the right to contact the Data Protection Authority. However, we would appreciate the opportunity to address your concerns directly in the first instance.
- 9 Website**
- 9.1 When you visit our website, certain information is automatically collected by our web server. This information may include your IP address, browser type and version, operating system, referring website, pages visited, date and time of access, and other technical information necessary to ensure the functionality, security, and stability of our website.
- 9.2 This information is processed for the purpose of providing and maintaining the website, ensuring system security, preventing misuse, and improving the user experience. The processing is based on our legitimate interest pursuant to Art. 6 para. 1 lit. f GDPR.
- 9.3 Unless otherwise stated in this Data Privacy Statement, we do not use the information collected through your visit to identify you personally.
- 10 Miscellaneous**
- 10.1 We reserve the right to update this Data Privacy Statement where necessary in order to comply with legal or technical requirements or changes in our business activities.
- 10.2 We will endeavor to inform you promptly of such updates. The date of the most recent update can be found on the first page of this Data Privacy Statement.

⁹ Art. 20 GDPR.

11 Name and Contact Details of the Controller

The Controller responsible for all personal data collected from you is:

BOECK Rechtsanwälte AG
Austrasse 77
FL-9490 Vaduz

We remain available at any time for your questions or for the withdrawal of consent.
Please contact us at: office@boeck.law.
