

PRIVACY POLICY

Wistrand (Wistrand Advokatbyrå Stockholm KB and Wistrand Advokatbyrå Göteborg KB) protect your personal privacy and it is important to us that you feel confident about our processing of your personal data, and processing by parties retained by us, in our capacity as a controller of personal data, while always bearing in mind your personal privacy.

Providing our services

Purpose and goal	Processing carried out	Categories of personal data
In order to provide our services	<ul style="list-style-type: none"> • Communications with you by e-mail or telephone • Storage of our communications 	<ul style="list-style-type: none"> • Name • Contact information • Professional title • Other information you provide to us
<p>Legal basis: The processing is necessary for the legitimate interest of our client in being able to retain us and our legitimate interest in being able to perform the services. If you are a client in the capacity as a private individual, or a sole trader, the legal basis is performance of a contract.</p>		
<p>Period of storage: The data is processed for a period of 10 years commencing on the date of completion of the services, or as required based on the nature of the services, whichever is longer.</p>		

Checking conflicts of interest

Purpose and goal	Processing carried out	Categories of personal data
In order to carry out mandatory conflicts of interest checks	<ul style="list-style-type: none"> • Comparison of the data with our internal client lists 	<ul style="list-style-type: none"> • Name • Personal ID number
<p>Legal basis: The processing is necessary in order to fulfil the legal obligation incumbent upon us under the rules of the Swedish Code of Judicial Procedure governing attorneys.</p>		
<p>Period of storage: The data is processed for a period of 10 years commencing on the date of completion of the services, or as required based on the nature of the services, whichever is longer.</p>		

Money laundering controls

Purpose and goal	Processing carried out	Categories of personal data
In order to carry out mandatory money laundering controls	<ul style="list-style-type: none"> • Review of ID documentation and shareholdings • Storage of ID documentation 	<ul style="list-style-type: none"> • Name • Contact information • Personal ID number • ID documentation
<p>Legal basis: The processing is necessary according to the legal obligation incumbent upon us under the Money Laundering Act.</p>		

Period of storage: The data is processed for a period of 10 years commencing on the date of completion of the services, or as required based on the nature of the services, whichever is longer.

Accounting and invoicing purposes

Purpose and goal	Processing carried out	Categories of personal data
In order to invoice and to report our financial information	<ul style="list-style-type: none"> To book and store invoices 	<ul style="list-style-type: none"> Name Contact information
Legal basis: The processing is necessary according to the legal obligation incumbent upon us under the Bookkeeping Act.		
Period of storage: The data is processed for a period of 7 years commencing on the date the data was booked according to the Bookkeeping Act.		

Administering applications for employment

Purpose and goal	Processing carried out	Categories of personal data
To administer and handle applications for employment.	<ul style="list-style-type: none"> Reviews of documents, such as CVs, personal letters, grades, etc. Communications with applicants Storage of documents 	<ul style="list-style-type: none"> Name Contact information Personal ID number Grades and achievements Reference persons
Legal basis: The processing is necessary for our legitimate interest of being able to administer and handle your application. If you have provided your consent, the data is processed for a period of two years from the time consent is given.		
Period of storage: The basic premise is that the data is stored for a period of six months from the time at which the advertised position was filled. If you have provided your consent, the data is processed for a period of two years from the time consent is given.		
Your right to withdraw consent: Your privacy is important to us and you can withdraw your consent at any time by contacting us.		

Administering mailouts of information about Wistrand

Purpose and goal	Processing carried out	Categories of personal data
In order to administer mailouts of newsletters, invitations to seminars and events, and other information about Wistrand.	<ul style="list-style-type: none"> Information sent by e-mail Notations regarding the type of information you may be interested in receiving based on your professional title and previous participation in seminars and events 	<ul style="list-style-type: none"> Name Contact information Professional title Company Previous participation in seminars and events
Legal basis: The processing is necessary for our legitimate interest in being able to market our services and provide news and your legitimate interest in obtaining information regarding relevant services, news and events.		
Period of storage: The data is saved for 12 months after you have subscribed to our newsletter or demonstrated an interest in Wistrand (for example by participating in seminars		

and events arranged by Wistrand or by being a client of Wistrand). Once a year, you will be asked if you wish to continue to receive our mailouts at which time you can simply decline any future processing.

Your right to object to the processing: Your privacy is important to us and you can object at any time to our processing by clicking on "Unsubscribe" in our mailouts.

Administering seminars and events

Purpose and goal	Processing carried out	Categories of personal data
In order to administer seminars and events	<ul style="list-style-type: none"> • Communications with you • Storage of your food and beverage preferences 	<ul style="list-style-type: none"> • Name • Contact information • Professional title • Company • Food and beverage preferences
Legal basis: The processing is necessary for the performance of the contract we enter into to provide you with seminars or events.		
Period of storage: The data is processed for 30 days beginning when the seminar or event is held.		

In order to protect our rights

Purpose and goal	Processing carried out	Categories of personal data
In order to protect our rights	Storage of personal data	<ul style="list-style-type: none"> • All categories mentioned in this policy
Legal basis: The processing is necessary in order to protect our legitimate interest in defending ourselves against any claims.		
Period of storage: The data is processed as long as necessary in order to defend against any claims.		

Providing uniform routines and effective administration

Purpose and goal	Processing carried out	Categories of personal data
In order to provide uniform routines and effective administration	Sharing of your personal data with other Wistrand offices, suppliers of IT systems which operate our IT environment, and suppliers of marketing services	<ul style="list-style-type: none"> • All categories mentioned in this policy
Legal basis: The processing is necessary to protect our legitimate interest in performing the processing set forth above.		
Period of storage: The data is processed as long as any of the above-stated processing is being carried out.		

Preventing and investigating crimes

Purpose and goal	Processing carried out	Categories of personal data
In order to prevent and investigate crimes	Video surveillance of the reception in connection with assault alarm	<ul style="list-style-type: none"> • Picture of an individual • Video footage
Legal basis: The processing is necessary in order to protect our legitimate interest in preventing and investigating crimes.		

Period of storage: The data is processed for a period of three months from the date of carrying out the video-surveillance.
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You are not obligated to disclose personal data to us. However, in those cases in which the processing is based on the performance of a contract, we require your information to be able to fulfil our obligations. If you do not provide your personal data, there is a risk that we will not be able to provide you with services.

Sharing of personal data

We will not disclose personal data to third parties other than in cases where (i) this has been specifically agreed between you and us; (ii) where it is necessary within the scope of particular services in order to protect your rights or those of our client; (iii) where it is necessary in order for us to perform legal obligations or comply with the decisions of public authorities or courts of law; or (iv) in the event we retain external service providers who perform services on our behalf.

We may disclose personal data to parties located outside of the European Economic Area (EEA) which means that personal data may be transferred to countries with a lower level of safeguards for personal data than that which applies within the EEA. Such transfers may, where applicable, be made provided:

- a) You have provided your express consent;
- b) It is necessary in order to enter into, or perform, a contract with you or to take measures prior to such a contract;
- c) It is necessary in order to enter into, or perform, a contract between us and another physical or legal person in your interest; or
- d) It is necessary in order to be able to establish, enforce, or defend against a legal claim.

Safeguards

Wistrand has implemented the appropriate technical and organizational safeguards to protect personal data against loss, abuse, unauthorized access, disclosure, modification and destruction. Wistrand's employees, service providers, and their subcontractors are bound by confidentiality undertakings and obligated to comply with Wistrand's rules governing information and IT security, personal data policy, and other internal regulations which further govern the processing of personal data.

Your rights as a data subject

You are entitled to:

- request information regarding which personal data we are processing about you and you may request a copy of these (*extract from registers, etc.*);
- have the personal data which you have provided to Wistrand transferred to another data controller (*right to data portability*);
- have incorrect personal data corrected and, in certain cases, you can ask us to erase your personal data;
- object to the processing of certain personal data about you and request that the processing of your personal data be restricted;
- withdraw your consent to continued processing of the personal data that Wistrand is processing based on such legal grounds.

In order to exercise your rights, please see the contact information under "Personal data responsibility and contact information". However, please note that such a restriction or erasure

of your personal data may mean that Wistrand will not be able to provide you with the services described above.

Complaints

If you are dissatisfied with how we are processing your personal data, you may submit a complaint to the Swedish Authority for Privacy Protection which is the supervisory authority.

Personal data responsibility and contact information

Wistrand Advokatbyrå Stockholm KB and Wistrand Advokatbyrå Göteborg KB are joint personal data controllers for the processing of your personal data. If you have any questions about our privacy policy, or have any other questions regarding our processing of personal data, or wish to exercise your rights under the applicable data protection legislation, you are welcome to contact us at: dataprotection@wistrand.se.

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