

#### **Data Protection Policy**

#### Personal data

We, the law firm of Mag. Birgitta Winkler LL.M. (Sydney), collect, process and use your personal data only with your consent or with your mandate or request for the purposes agreed upon with you or for another legal basis in accordance with the GDPR; this must be in compliance with data protection and civil law provisions.

Only personal data required to execute and process our legal services or which you have provided us voluntarily shall be collected.

Personal data include all data that contain specific details about personal or factual circumstances, such as name, address, email address, telephone number, date of birth, age, gender, social security number, video recordings, photos, voice recordings of persons and biometric data such as finger prints. Sensitive data, such as health data or data pertaining to criminal proceedings, may be included.

# 2. Information and deletion

As a client or in general as the affected party, you have the right, while maintaining attorney-client privilege, to obtain information at any time about your stored personal data, the origin thereof and the recipient and purpose of the data processing as well as a right to correction, data transfer, objection, limitation or processing as well as to block or delete inaccurate or data processed without permission.

If your personal data changes, we request to be notified accordingly.

You have the right to revoke consent to use your personal data at any time. Your request for information, deletion, correction, objection and/or data transfer, unless this would cause unreasonable expense (in the last case), can be addressed to the law firm's address specified in Point 10 of this policy.

If you are of the opinion that your personal data were processed in violation of applicable data protection law or that your data privacy rights have otherwise been violated, you can file a complaint with the competent supervisory authority. The Data Protection Authority has jurisdiction in Austria.

#### Data security

Your personal data are protected by means of organisational and technical precautions. These precautions pertain, in particular, to the protection of unauthorized, illegal or random access, processing, loss, use and manipulation.

Despite all efforts to comply with a reasonably high degree of diligence requirements at all times, it cannot be ruled out that information you provide us via the Internet might be viewed and used by other persons.

Please note that we therefore do not assume any liability of any kind for the disclosure of information resulting from errors during data transmission for which we are not responsible and/or unauthorised access by third parties (e.g.: hacker attacks on email accounts or telephone, interception of faxes).

## 4. Use of data

We will not process the data provided to us for purposes other than those permitted pursuant to the client agreement or per your consent or pursuant to a provision in compliance with purposes covered by the GDPR. This does not include using the data for statistical purposes, insofar as the data provided have been anonymised.

## Transferring data to third parties

To fulfil your contract, it may also be necessary to pass on your data to third parties (e.g.: an opposing party, substitutes, insurances, service providers we utilise and to whom we provide data, etc.), courts or authorities. Your data are passed on exclusively in accordance with the GDPR, in particular, to fulfil your contract or on the basis of your prior consent.

Furthermore, please note that in the framework of our legal representation and support, information about you, related to the facts and the case, will be regularly obtained from third parties.

Some of the aforementioned recipients of your personal data are located outside your country or process your data there. The level of data protection in other countries may not correspond to that of Austria in some circumstances. However, we only transmit your personal data to countries that the EU Commission has ruled to have an adequate level of data protection, or we implement measures to ensure that all recipients have an adequate level of data protection for which we conclude boiler plate contracts (2010/87/EC and/or 2004/915/EC).

## 6. Notification of data mishaps

We endeavour to ensure that data mishaps are detected early and, if applicable, reported to you or the competent supervisory authority immediately with a reference to the respective affected data categories.

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#### Data storage

We will not store data longer than required to fulfil our contractual or statutory obligations and to defend against any potential liability claims.

#### Cookies

This website uses "cookies" to make our offer more user-friendly, effective and secure.

A "cookie" is a small text file we transmit to your browser's cookie file on your computer's hard drive via our web server. This allows our website to recognise you as a user when a connection is established between our web server and your browser. Cookies help us determine the usage frequency and number of users on our websites. The content of the cookies we use is limited to an identification number which does not allow for the user to be identified. The main purpose of a cookie is to recognise the website user.

Two types of cookies are used on this website:

- O Session cookies: are temporary cookies that remain in your browser's cookie file until you leave our website and are automatically deleted at the end of your visit.
- Permanent cookies: To improve user-friendliness, cookies are saved on your end device and allow us to recognise your browser the next time you
  visit.

You can set your browser to inform you when cookies are saved and allow cookies only in individual cases, exclude the acceptance of cookies in specific cases or in general and activate automatic deletion of the cookies the browser is closed. If you deactivate cookies, the functionality of this website may be limited.

## Server log files

To optimise this website with respect to system performance, user-friendliness and provision of useful information about our services, the website provider automatically collects and saves information in server log files, which your browser automatically transmits to us. They include your Internet Protocol Address (IP address), browser and language setting, operating system, referrer URL, your Internet service provider and the date/time.

This data is not combined with other personal data sources. We reserve the right to retroactively review this data if we have reason to suspect illegal use.

### 10. Our contact information

The security of your data is very important to us. We are available to you at any time to answer your questions or accept your revocation at the following telephone number/email address:

Mag. Birgitta Winkler LL.M. (Sydney)

T: +43 (0)4242 30 777 Email: <u>office@eq-law.at</u>

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