



## Information for data processing

### 1. Name and contact details of the person in charge / data protection officer:

This privacy policy applies to data processing by:  
Rechtsanwältin Areej Kösele (lawyer)

firm: Rechtsanwaltskanzlei Kösele, Karl-Ferdinand-Braun-Strasse 5, D-28359 Bremen  
Email: info@rechtsanwaltskanzlei-koeseler.de  
Phone: +49 (0) 421 16 15 70 33, Fax: +49 (0) 421 37 70 70 01

### 2. Collection and storage of personal data as well as their nature, purpose and use

When you mandate us, we collect the following information:

- title, first name, last name,
- a valid e-mail address,
- address,
- telephone number (landline and / or mobile)
- Information necessary for the assertion and defense of your rights within the mandate.

The collection of these data takes place

- to identify you as our client;
- to provide you with adequate legal advice and representation;
- for correspondence with you;
- for invoicing;
- to settle possible liability claims and assert any claims against you.

The data processing is based on your request and is in accordance with Art. 6 para. 1 p. 1 lit. b DSGVO (German Data Protection Regulation) for the stated purposes of the adequate processing of the mandate and for the mutual fulfillment of obligations arising under the mandate contract.

The personal data collected by us for the purposes of the mandate will be stored until the end of the statutory retention period for lawyers (6 years after the end of the calendar year in which the mandate has been terminated) and then deleted, unless we are bound due to tax or commercial regulations or other documentation commitments (from HGB, StGB or AO) to a longer storage according to Art. 6 para. 1 p. 1 lit. c DSGVO or you have consented to a further storage according to Art. 6 para. 1 p. 1 lit. a DSGVO.

### 3. Disclosure of data to third parties

A transfer of your personal data to third parties for purposes other than those listed below does not take place. Insofar as this is required in accordance with Art. 6 para. 1 p. 1 lit. b DSGVO for the settlement of client relationships with you, your personal data will be passed on to third parties.

This includes in particular the transfer to opponents of the case and their representatives (in particular their lawyers) as well as courts and other public authorities for the purpose of the correspondence as well as for the assertion and defense of their rights. The transferred data may be used by the third party exclusively for the stated purposes.

The attorney-client privilege remains unaffected. As far as data are concerned, which are subject to the attorney-client privilege, a passing on to third parties takes place only when agreed with you.



#### 4. Affected rights

You have the right:

- according to Art. 7 para. 3 DSGVO, to revoke your once given consent to us at any time. As a result, we are not allowed to continue the data processing based on this consent for the future;
- to request in accordance with Art. 15 DSGVO information about your personal data processed by us. In particular, you may request information about the processing purposes, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned retention period, the right of rectification, deletion, limitation of processing or opposition, the existence of a right to complain, the source of the data, if not collected from us, and obtain information about the existence of automated decision-making including profiling and relevant, meaningful details where appropriate;
- in accordance with Art. 16 DSGVO, to immediately demand the correction of incorrect personal data stored by us or to complete them;
- in accordance with Art. 17 DSGVO, to delete your personal data stored by us unless their processing is required to exercise the right to freedom of expression and information, to fulfill a legal obligation, for reasons of public interest or to assert, pursue or defend legal claims;
- to demand the restriction of the processing of your personal data according to Art. 18 DSGVO, as far as the accuracy of the data is disputed by you, the processing is unlawful, however you reject its deletion and we no longer need the data, but you need this data for the exertion or defense of legal claims or you have objected to the processing of them in accordance with Art. 21 DSGVO;
- in accordance with Art. 20 DSGVO to obtain your personal data that you have provided to us in a structured, standard and machine-readable format or to request the transfer to another person in charge and
- to complain to a supervisory authority in accordance with Art. 77 DSGVO. Normally, you can contact the supervisory authority of your usual place of residence or workplace or our law office.

#### 5. Right of objection

If your personal data are processed based on legitimate interests in accordance with Art. 6 para. 1 p. 1 lit. f DSGVO, you have the right to file an objection against the processing of your personal data in accordance with Art. 21 DSGVO, as far as there are reasons for this arising from your particular situation.

If you would like to make use of your right of objection, please send an e-mail to [info@rechtsanwaltskanzlei-koeseler.de](mailto:info@rechtsanwaltskanzlei-koeseler.de)