

Privacy & cookie policy

1. Introduction

- 1.1 Lundgrens Law Firm P/S (hereafter “Lundgrens”, ”we”, ”us” or ”our”) processes data about current and potential clients, partners and suppliers as well as visitors to our website (s) or users of our associated services.
- 1.2 We process your personal data in accordance with this privacy and cookie policy (hereafter "Privacy Policy").
- 1.3 This Privacy Policy applies from the 25 May 2018. Lundgrens reserves the right to amend this Privacy Policy at any time with an appropriate notice to the users and customers.

2. Data Control

2.1 Data controller

Lundgrens is the data controller and we ensure that personal data is processed in accordance with applicable law.

2.2 We take the protection of your personal data seriously

We collect and process personal data whilst operating the website www.lundgrens.dk and have therefore adopted this Privacy Policy. The Privacy Policy informs you of how we process the personal data we collect and use when you use our services.

2.3 We ensure a fair and transparent data processing

When we ask you to make your personal data available to us, we inform you of the personal data we are processing about you and the purpose hereof. You will receive this information when your personal data is being collected.

2.4 If you would like to get in touch with us, our contact information is:

Lundgrens Law Firm P/S
Tuborg Boulevard 12
2900 Hellerup
CVR-no.: 36442042
Phone: +45 3525 2535
E-mail: info@lundgrens.dk

2. Processing of personal data

3.1 Use of our website without signing up for services

It is possible to use our website without us collecting your person data as described in the following. However, please be aware that our website uses cookies, and deactivating cookies can potentially reduce our website's functionality. You can read more about cookies in section 6 below.

3.2 When you sign-up for services on our website or contact us

We use your personal data when we provide our services to you, while improving and ensuring the quality of the service, as well as in our contact with you.

The personal data we use mainly includes:

- Personal data in the form of name and contact information
- Information from inquiries to us, complaints, feedback etc.

Lundgrens does not collect personal data about our users or customers from any third parties.

3.3 We collect and keep your personal data for specific purposes

We collect and keep your personal data in accordance with specific purposes or other legal commercial purposes. Processing occurs when we need to:

- Administer your relation to us;
- Improve our services;
- Adjust our communication and marketing to you;
- keep statistics
- invite you to social events;

In the following you can read more about the individual services. We always strive to comply with the general principles described for each individual service.

3.3.1 Newsletters

You can subscribe separately to our newsletter, which contains information about invitations, courses and events. In this regard, we will process information about your name and email address. You will always be able to unsubscribe from this service in every newsletter or by contacting us via the email: event@lundgrens.dk.

3.3.2 Clients' personal data

As data controller Lundgrens collects and processes clients' personal data to:

- Be able to provide the advice and services to you that Lundgrens takes on to deliver to you as a client,

- Live up to Lundgrens' contractual and legal obligations as advisor and or
- Adhere to and live up to general legal obligations.

The legal basis for Lundgrens' processing of clients' personal data for the purposes mentioned above will in most cases be, that the processing is necessary in order for us to:

- fulfill the agreement with the client, including Lundgrens' terms of business, or other contract, that you are party to, or to engage measures ahead of the entering into the agreement,
- adhere to a legal obligation, that Lundgrens is subject to by law, as well as,
- to assess, argue or defend a legal claim, or when the courts act in their ability as a court.

Most personal data will be collected from the client themselves. Such personal data will usually be:

- General client information, including name, address, contact information, date of birth and social security number.
- Photo-ID and contact information, when this is due to the Danish money laundering legislation.
- Relevant information that is necessary for the case, that the client has requested assistance for. Such information may in some types of cases be sensitive information.

Furthermore, Lundgrens may receive personal data from third parties, such as opposing parties, which the client usually will be informed about.

Only in those special instances, where Lundgrens' provided services include the administration of a scheme or obligation on behalf of the client (e.g. the administration of a whistleblowing scheme or other administrative matters) will Lundgrens be considered the data processor, and in such cases, a data processing agreement will be entered into.

3.3.3 Potential clients

We may collect information about potential clients, namely from publicly available sources, with the intent to contact them in order for us to initiate a professional relationship or to promote Lundgrens. The collected information will mainly be name and contact information as well as financial information.

The legal basis for this is our legitimate interests, as we will assess each case individually as to whether our legitimate interests in initiating a professional relationship exceeds your interests or fundamental rights and freedoms, which requires protection of personal data.

3.3.4 Inquiries to us

If you contact us, we will process the information necessary in order for us to handle inquiries, complaints, etc.

The legal basis for this is our legitimate interests in customer service, as well as establishing, exercising and defending against legal claims, as we will assess each case individually as to whether our legitimate interests in initiating a professional relationship exceeds your interests or fundamental rights and freedoms, which requires protection of personal data.

3.3.5 Suppliers and partners

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We may collect personal data relating to suppliers and partner, including namely contact information for the contact person etc. The information will namely be name and contact information.

The legal basis for this will be our legitimate interests in fulfilling the contacts that either have been or will be entered into, conducting our business, as well as establishing, exercising and defending against legal claims, as we will assess each case individually as to whether our legitimate interests in registering the personal data exceeds the data subject's interests or fundamental rights and freedoms, which requires protection of personal data.

4. Processing of personal data

4.1 Transfer of personal data to business partners

In order to deliver our services to you, it is necessary for us to disclose relevant personal data on you to our business partners such as IT-hosts.

We only use data processors providing sufficient guarantees to implement appropriate technical and organisational measures in such a manner that processing will meet the requirements of the relevant data protection laws, including ensuring the protection of the rights of the data subject.

4.2 Transfer

We may transfer personal data to third parties such as other law firms, banks, opposing parties, authorities, Danish or foreign courts or tribunals. This solely takes place if it is necessary in order for us fulfill our agreement with you or the client, if we are obliged to do so by law or other binding legal basis.

4.3 We only process relevant personal data

We only collect, process and store personal data which is relevant in relation to fulfill the purposes, as defined above. The purpose is decisive for which of your personal data is relevant to us. The same applies to the extent of the personal data that we use. For example we do not use other personal data than what is necessary to fulfill the relevant purpose.

4.4 We only process necessary personal data

We only collect, process and store personal data which is necessary in order to fulfill a specific purpose.

4.5 We check and update your personal data

We ensure that the personal data which we process about you is not incorrect or misleading. We also make sure to update your personal data continuously.

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As our service depends on your correct and updated personal data, we kindly ask you to inform us if there are any relevant changes regarding your personal data. You can use our contact information in section 2.4 to notify us of your amendments.

4.6 We delete your personal data when it is no longer necessary to keep

We will delete your personal data when it is no longer required in relation to the purpose that was the reason for our collection, processing and storage of your personal data.

We will store personal data that we are obliged to keep in accordance with the bookkeeping legislation e.g.

In relation to private clients, we are obliged to keep information about you, that has been collected in accordance with the money laundering legislation, for a period of 5 years after the termination of the professional relationship. Information about your client account must be kept for a period of 5 years in accordance with the Danish Bar Association's client account articles of association. Book keeping material will be deleted 5 years after the expiry of a fiscal year, according to the book-keeping legislation.

We usually delete your personal data no later than 10 years after a case has been closed, due to the statute of limitation for professional liability. If a case regarding this matter is active, your personal data will at the earliest be deleted once this case has been closed and no legal claims can be raised.

4.7 We obtain your consent before processing your personal data

We will obtain your consent before processing your personal data for the purposes described above, unless there is another legal basis for the collection. We will notify you of such legal basis and of our legitimate interests for processing your personal data.

Your consent is voluntary, and you can at any time withdraw it by contacting us. Use the contact information stated in section 2.4 if you wish to withdraw your consent or want further information. The withdrawal of your consent will not affect the lawfulness of processing based on consent before its withdrawal.

4.8 We do not disclose your personal data without your consent

We will collect your consent and give you information concerning what your personal data will be used for before and if we disclose your personal data to business partners and others, e.g. for marketing purposes. You can, at any time, object to this kind of disclosure. For users with a Danish CPR-no., you can also opt out of certain unsolicited marketing inquiries by contacting the CPR-register via borger.dk (the so-call "Robinson-list").

We do not collect your consent if we are legally obliged to disclose your personal data, e.g. as part of a regulatory filing with an authority.

5. Security

5.1 We protect your personal data

We protect your personal data to avoid unintended loss or amendment, against unauthorized publication and against unauthorized persons accessing your personal data.

We use data processors in the EU who store and process personal data on behalf of Lundgrens in accordance with this Privacy Policy and applicable legislation.

Should a breach of security occur, we will inform you of this as soon as possible, if the breach may result in high risk to your rights e.g. identity theft, economic loss, discrimination of you, loss of reputation or other significant inconvenience.

6. Use of cookies

6.1 Cookies, purpose and relevance

We use cookies to collect information about you to adapt and improve our content on the website, www.lundgrens.dk

If you do not want your data to be collected, please delete your cookies (see instructions below in section 6.2) and refrain from any further use of the website. We have elaborated on what data is being collected, the purpose and third-parties' access to these below.

6.2 What are cookies?

The website uses "cookies", which is a text file that is saved on your computer, mobile phone or similar devices with the purpose of recognizing the device, remembering settings, performing statistics and targeting advertising. Cookies cannot contain damaging code such as viruses.

It is possible to delete or block cookies. See instructions at:
<http://www.youronlinechoices.com/uk/faqs>

If you delete or block cookies, you can risk that the website will not operate optimally, as well as content not being accessible.

6.3 Which cookies are used:

6.3.1 Third-party cookies

We allow third parties to place their cookies on our website (so-called third-party cookies). We use marketing and optimization cookies to optimize the services on our website. This

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includes Google Analytics, which we use to analyze how you use our website. The collected data will be sent and stored at Google's servers.

Below you can read more about which cookies Lundgrens uses as well as the purpose:

Name: Google Analyse/analytics.js
Provider: Google
Purpose: Website analysis
Expiration: 2 years

7. Your rights as Data subject

7.1 You have the right to access your personal data

At any given time, you have the right to receive information about the personal data we are processing about you, where the data is collected from, and what we are using it for. You also have the right to be informed about the period for which the personal data will be stored and who the recipients of your personal data are, if we transfer your personal data inside Denmark and/or abroad.

If you request so, we can inform you of, and provide you with, a copy of the personal data we process concerning you. The access can, however, be limited to ensure other people's privacy protection, trade secrets and intellectual property rights.

You can use your rights by contacting us. You will find our contact information at section 2.4.

7.2 You have the right to have inaccurate personal data corrected, restricted or deleted.

If you think the personal data we are processing about you is inaccurate, you have the right to request correction or restriction. You must contact us and inform us about the inaccuracies and how to rectify the information or which information should be restricted.

In some instances, we are obliged to delete your personal data. This might be the case if you withdraw your consent. If you are of the opinion that your personal data is no longer necessary in accordance to the purpose for which we collected them, you are entitled to request their deletion. You can also contact us if you are of the opinion that your personal data is being processed contrary to applicable law or other legal obligations.

We will investigate if the conditions are fulfilled, when you make a request of having your personal data rectified, restricted or deleted. If so, we will carry out the amendments or deletion as fast as possible.

7.3 You have the right to object

You have the right to object, on grounds relating to your particular situation, to processing of personal data concerning you. You may also object to our transfer of your data for direct marketing purposes. You can use your rights by contacting us. You will find our contact

information at the top. If your objection is justified, we will cease to process your personal data.

7.4 You have the right to data portability

You may have the right to data portability to the extent that the processing is carried out by automated means. Data portability involves a right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format and you have the right to transmit the data to another controller without hindrance.

7.5 File a complaint

If you wish to file a complaint about our processing of your personal data, you have the right to contact the Danish Data Protection Authority (“Datatilsynet”), Borgergade 28, 5th floor, 1300 Copenhagen K, +45 3319 3200, E-Mail: dt@datatilsynet.dk