

PRIVACY POLICY

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1. COMMITMENT

For hba Rechtsanwälte AG ("hba"), as the party responsible for processing personal data within the meaning of the General Data Protection Regulation (GDPR), the protection of your personal data is a top priority. When processing personal data, hba therefore complies with all requirements of the GDPR, the Data Protection Act as well as other national and European legal regulations and strives for the best possible transparency.

hba processes personal data in accordance with the principles of legality, good faith, transparency, accuracy, purpose limitation, data minimisation, storage period limitation and integrity and confidentiality.

2. CONTACT PARTNERS

Internal contact persons for data protection at hba are Detlef Sommer and Dr. Roger Müller. Questions can be sent to the following address, among others: zuerich@hba.ch. Further contact details can be found under point 11.

3. PURPOSE AND LEGALITY

hba processes data for the following purposes and on the basis of the following legal grounds:

3.1. Fulfilment of contractual obligations in accordance with Art 6 Abs 1 lit b GDPR

The processing of personal data is necessary in order to be able to provide advice, representation and other services, in particular the fiduciary handling of asset transactions or the execution of inheritance law matters, to our clients and business partners. In this context, hba requires the data, among other things, for the preparation of contracts and statements, submissions to authorities or for the administration of trust assets.

The purposes of data processing primarily depend on the specific contractual relationship:

- Representation before and submissions to courts and authorities;
- comprehensive legal advice;
- drafting of contracts and opinions;
- Communication with third parties to enforce our clients' interests;
- Settlement of fiduciary transactions;
- handling of land register and commercial register transactions;
- other legal services for the client to the extent of the contract concluded.

If the clients/business partners do not want to provide their personal data, the conclusion of the contract or its execution may not be possible. Under these circum-

stances, an existing contract can no longer be executed and may have to be terminated.

3.2. Fulfilment of legal obligations in accordance with Art 6 Abs 1 lit c GDPR

Legal obligations may require the processing of personal data. At hba, these obligations result, among other things, from the Law on the Free Movement of Lawyers, the Lawyers Act of the Canton of Zurich and/or the Lawyers Act of the Canton of St. Gallen.

In particular, it may be necessary to process your personal data in order to comply with our legal obligation to prevent money laundering and terrorist financing.

3.3. Consent in accordance with Art 6 Abs 1 lit a GDPR

If the processing of personal data goes beyond contractual or legal obligations, hba obtains the consent of the business partner. In the case of consent, the data is processed exclusively for the stated purpose, such as sending newsletters or invitations to hba events.

Consent given can be revoked at any time with immediate effect. The revocation can be given orally as well as in writing to the following e-mail address: zuerich@hba.ch.

For consent regarding cookies, see point 7.2.

3.4. Consent in accordance with Art 6 Abs 1 lit f GDPR

hba processes your data within the scope of the management of the company (e.g. accounting, controlling), on the basis of the legitimate interest in proper and efficient management as well as for process and business management optimisation.

4. PERSONAL DATA

hba processes personal data (i.e. all information relating to an identified or identifiable natural person) which is collected or transmitted by clients and business partners or public bodies and authorities (e.g. courts, commercial registry office, land registry office) as well as third parties (opponents) in the course of a business relationship.

The following categories of personal data may be the subject of processing, depending on the order or the purpose:

- Personal data: name/company/other business name, address, contact details (phone, e-mail, fax), date of birth, date of death;
- Register data (e.g. commercial register number, land register details, trademark register, patent office);
- UID, CHE number;
- Commercial register and/or land register data;

- Bank and transfer data;
- Contact persons and their contact details;
- Names of persons involved (parties, authorities, third parties involved);
- Service records and file notes;
- discussion documentation;
- Contractual texts and business correspondence;
- documents;
- Evidence;
- Legitimate data;
- Factual data and pleadings;
- Judicial / official settlements;
- Billing, payment and accounting data;
- photos;
- Data on creditworthiness/insolvency, dunning data, bankruptcy proceedings

5. RECIPIENT

Depending on the contractual relationship, it may be necessary to forward the data to counterparties, authorities (e.g. courts, offices, land registry office, commercial registry office, patent office, etc.), substitutes, (legal protection) insurance companies or usual industry service providers such as postal service providers. Depending on the purpose of the processing, hba passes on data to processors commissioned by it, insofar as this is necessary for the fulfilment of the task. hba ensures compliance with the provisions of data protection law when selecting its processors. In addition, agreements have been made with the processors to ensure that the personal data is processed confidentially and carefully.

6. STORAGE TIME LIMIT

The personal data will be stored for the period of the client/business relationship and beyond in accordance with the statutory retention periods or further periods within which claims can be made.

7. WEBSITE

7.1. Use of Information

When you visit our website, we process the following personal data:

- Date and time of your visit to the website;
- Your IP address;

- the name and version of your web browser
- the website (URL) you visited before accessing our website;
- certain cookies (see next point).

7.2. Cookies

A cookie is a small text file that is stored on your hard drive via the browser you are using. This enables our website to recognise you as a user when a connection is established between our web server and your browser. The use of cookies allows us to track user preferences and enables hba to optimally design and develop the website accordingly.

If you have any concerns in this regard, you can prevent the storage of cookies by setting your browser accordingly. In addition, you can change the cookie settings under the item "Cookie settings" on our website and call up further information on the individual cookies. If you do not agree to the use of cookies or only agree to their use in part, you may not be able to use all the functions of our website to their full extent.

7.3. Legal base and purpose of data processing

We process personal data collected with regard to cookies - apart from essential cookies - on the basis of your consent. We process other personal data collected on our website, including essential cookies, on the legal basis of our legitimate interest pursuant to Art. 6 (1) f GDPR, which is to achieve the following purposes:

- Provision, further development and improvement of this website;
- Creation of usage statistics;
- Detection, prevention and tracking of attacks on the website.

8. CONTACT DATA

If you contact us by e-mail, the data you provide us with (your e-mail address, your name if applicable and your telephone number) will be stored by us for the purpose of processing your enquiry and in the event of follow-up questions. We do not pass this data on to third parties without your consent. As soon as the storage of this data is no longer necessary and there is no legal obligation for the further storage of this data, we will delete this data.

In this case, the legitimacy of the data processing is based on Art 6 Abs 1 lit b GDPR; this means that the processing of the data is necessary for the implementation of pre-contractual measures, which take place at the request of the data subject.

9. CONFIDENTIALITY

Lawyers are obliged to maintain secrecy about the matters entrusted to them and the facts otherwise made known to them in their professional capacity, the secrecy of which is in the interest of the party.

All employees of hba are bound to secrecy with regard to information entrusted to them or becoming known to them in the course of their work, even after termination of the employment relationship.

10. DATA SECURITY

Data security is a major concern for us. hba has taken all the necessary technical and organisational measures to ensure the security of data processing and to process personal data in such a way that it is protected against access by unauthorised third parties. hba's IT infrastructure complies with current security requirements and is checked regularly.

11. RIGHTS OF DATA SUBJECT(S) / CONTACT

You are generally entitled to the following rights:

- Information Art 15 GDPR
- Correction Art 16 GDPR
- Deletion Art 17 GDPR
- Restriction Art 18 GDPR
- Data portability Art 20 GDPR and
- Objection Art 21 GDPR

If the processing of your personal data is based on your consent, you have the right to revoke this consent at any time with immediate effect. The lawfulness of the processing of your personal data until the revocation is not affected by the revocation.

The revocation of the processing of your personal data in the context of the storage of cookies can be effected in particular by deleting the cookies, which can be done in the settings of your browser, or by revoking the consent under the item "Cookie settings" on our website.

If you have any questions about the processing of your personal data, object to the processing of your data or wish to revoke your consent, or if you feel that your data protection rights have been violated, please contact us.

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