

1 INTRODUCTION

The purpose of this privacy policy is to provide you with information on how Kanter Advokatbyrå KB ("Kanter") may process your personal data if you have been in contact with us as a client or representative of a client, a counterparty, counterparty's counsel, witness, consultant, contact person of a supplier or in any other capacity. Kanter processes your personal data in accordance with the General Data Protection Regulation (EU) 2016/679 and other applicable personal data legislation.

2 WHO IS THE CONTROLLER OF YOUR PERSONAL DATA?

Kanter is the controller of our processing of your personal data. Please find our contact details below.

Kanter Advokatbyrå KB

Engelbrektsgatan 3

111 84 Stockholm

08 – 407 37 00

3 CATEGORIES OF PERSONAL DATA

3.1 General

The personal data that we process may be collected from you and/or other sources such as private and public records.

3.2 Legal services

Kanter processes personal data that relates to employees and contractors of clients who are legal persons, clients who are natural persons, counterparties (natural persons who are counterparties or contact persons of counterparties who are legal entities), counterparties' counsels and other persons who in any way are involved in any matter handled by us as part of our professional legal services (e.g. arbitrators, judges, witnesses and consultants).

The type of personal data that we process depends on the character of the legal service and the role of the data subject. The categories of personal data set out below are often processed within the scope of our legal services. However, please note that all data categories are not processed in relation to all data subjects.

- Name
- Title
- Email address
- Telephone number
- Employer
- Address
- Personal identification number
- Invoicing information

3.3 Contact persons of suppliers

Kanter processes personal data regarding the contact persons of our suppliers, which normally includes the contact person's name, telephone number and email address.

4 WHY DO WE PROCESS YOUR PERSONAL DATA?

4.1 Legal services

The processing of personal data taking place within the scope of our performance of our legal services is necessary in order for Kanter to be able to perform our contractual obligations to our client, to enable correspondence with counterparties and other persons and to otherwise administrate our legal services and comply with the requirements of applicable law and the rules and regulations of the Swedish Bar Association.

4.2 Contact persons of suppliers

Kanter processes personal data regarding the contact persons of our suppliers in order to perform our contractual obligations to our supplier and to otherwise administrate our relationship with the supplier, e.g. management of invoices and deliveries and contact and communication with the supplier.

5 LEGAL GROUNDS FOR PROCESSING PERSONAL DATA

5.1 Legal services

The legal ground for processing personal data regarding clients that are natural persons is that it is necessary for us to be able to perform our contractual obligations under the agreement on which the legal service is based.

The processing of personal data regarding clients' representatives, counterparties, counterparties' representatives etc. is based on Kanter's legitimate interest to perform our obligations to our clients.

Processing of data which is necessary to perform conflict of interests and money laundering controls and archiving documents after closing of the case is based on Kanter's legal obligations, e.g. accounting or money laundering legislation and the rules and regulations of the Swedish Bar Association.

5.2 Contact persons of suppliers

The legal ground for processing personal data regarding the contact persons of our suppliers is our legitimate interest to administrate the agreement and perform our contractual obligations under the agreement with the supplier.

If the supplier is a natural person the legal ground for our processing of the supplier's personal data is that it is necessary for us to perform our contractual obligations under the agreement with the supplier.

6 WHERE IS YOUR PERSONAL DATA PROCESSED?

Your personal data may be processed outside of the EU/EEA, in which case the processing will be conducted in accordance with applicable personal data legislation. Kanter will only disclose your personal data to a third party if it is necessary in order for Kanter to defend our client's rights and interests, or if it is necessary for Kanter to perform our legal obligations, to comply with the decisions of an authority or court or to comply with the rules and regulations of the Swedish Bar Association, or if Kanter has engaged a service supplier who processes personal data on behalf of Kanter, or otherwise as permitted by law.

7 HOW LONG DO WE SAVE YOUR PERSONAL DATA?

We will process your personal data for as long as necessary for the purposes of the processing. We may however store your personal data for a longer period of time if permitted or required by applicable law or the rules and regulations of the Swedish Bar Association. According to the Code of Professional

Conduct of the Swedish Bar Association, the archival period for all relevant documents filed in connection with a mandate is ten years or more depending on the nature of the mandate.

Kanter may also process personal data for a longer period of time if it is necessary in order to fulfill a legal obligation which requires processing by law or in order for Kanter to be able to establish, enforce, or defend against legal claims.

8 YOUR RIGHTS

You have certain legal rights which you can enforce. A summary of these rights is set forth below. For complete information regarding your rights, please see the General Data Protection Regulation, sections 3–5.

- (a) **Right to access to/extracts from registers.** You are entitled to be informed as to whether Kanter is processing personal data about you, and if so, to receive information regarding, among other things, which personal data is being processed, the purposes of the processing, which external recipients have access to your personal data, and how long we save your personal data.
- (b) **Right to data portability.** You may have a right to a copy of the personal data which you have provided to us, in a structured, commonly used, and machine-readable format. You may also have the right to require that Kanter transfers this personal data to another controller of personal data. The right to data portability applies to personal data which is processed in an automated manner and which is based on your consent or on an agreement to which you are a party.
- (c) **Correction of erroneous data.** You have a right to require that Kanter corrects erroneous or incomplete information about you.
- (d) **Deletion of certain data.** You have a right to require Kanter to delete your personal data under certain circumstances, for example where the personal data is no longer necessary for the purpose for which we collected it.
- (e) **Right to object to Kanter's processing of personal data.** You have the right, under certain circumstances, to object to Kanter's processing of your personal data.
- (f) **Right to restrict the processing of your personal data.** You have the right to require Kanter to restrict our processing of your personal data in certain circumstances.
- (g) **Complaints.** If you have any complaints regarding Kanter's processing of your personal data, you are entitled to file a complaint with the supervisory authority (in Sweden, the Data Inspection Board).

Please note that the rights set out above may be limited with respect to the duty of confidentiality applicable to members of the Swedish Bar Association and the duty of archiving documents.

If you would like to submit a request for access, data portability, correction, deletion, objection or restriction, please contact Kanter at gdp@kntr.se.
