

### **Information about my handling of your personal data, etc.**

#### **1) I am the data controller – how to contact me?**

Attorney Martin Schmidt-Larsen is the data controller as regards handling of the personal data received from you. Please find my contact details below.

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#### **2) Purposes of and applicable law of handling your personal data**

I handle your personal data for the following purposes:

- In order to fulfill our agreement about performance of assistance according to our letter of agreement and about attending to your interests in that respect.
- In order to effect mandatory checks of conflict for the purpose of dealing with conflicts of interest
- In order to be able to prepare invoices, etc.
- The choice of law for my handling your personal data follows from Acts and Measures to Prevent Money Laundering and Financing of Terrorism ("Hvidvaskloven"), part 3 on implementation of procedures of obtaining knowledge of customers, including obtaining proof of identity.

#### **3) Categories of personal data**

I handle the following categories of personal data about you:

- General personal data such as: Name, address, telephone number, e-mail address and similar non-sensitive information
- Civil registration number (Personnummer (CPR-nr.)) and sensitive information

#### **4) Receivers or categories of receivers**

I pass on or entrust your personal data to the following receivers:

- My IT supplier (EG A/S), my IT-supporter (N O Data) and my accountant (KV Revision), all, in their capacity of data processors, receive information about you

## 5) Filing of your personal data

Attorneys are liable to file case documents for a suitable period of time. I file your personal data in accordance with the Acts and Measures to Prevent Money Laundering and Financing of Terrorism "Hvidvaskloven" for up to 5 years after conclusion of the case. Then they will be deleted.

Other case documents will be filed for up to 10 years in pursuance of the mandatory period of limitation.

## 6) Your rights

In accordance with The General Data Protection Regulation you have a number of rights as regards my handling information about you. If you want to make use of your rights, you are to contact me.

### ***Right of inspecting information (right of access)***

You have the right to access the data I handle concerning you, as well as further information.

### ***Right of rectification (correction)***

You have the right to have incorrect information about yourself rectified according to paragraph 5.

### ***Right of deletion***

In special cases you have the right to have information about you deleted before the point of time of my ordinary deletion occurs.

### ***Right of limitation of handling information***

In certain cases you have the right to have handling of your personal data minimized. If you have right of minimizing my handling, I may only handle information from then on – apart from filing – with your consent, or for the purpose of establishing, alleging or defending legal claims, or in order to protect a person or important public interest.

### ***Right of objection***

In certain cases you have the right of objection to my otherwise lawful handling of your personal data.

### ***Right of transmitting data (data portability)***

In certain cases you have the right of receiving your personal data in a structured, generally applied and machine readable format, and of having such personal information transferred from one data controller to another without impediment.

You may read further about your rights in the guidance notes by The Danish Data Protection Agency (Datatilsynet) on the rights of registered persons, to be found on [www.datatilsynet.dk](http://www.datatilsynet.dk).

## 7) Complaint to The Danish Data Protection Agency

You have the right to lodge a complaint to The Danish Data Protection Agency if you are dissatisfied with my handling of your personal information. You will find the contact details of The Danish Data Protection Agency on [www.datatilsynet.dk](http://www.datatilsynet.dk).