

REBER

Privacy Policy

REBER values your privacy. This Privacy Policy informs you about how we process personal data and demonstrates our commitment to its protection.

Who We Are

The controllers of your personal data are REBER and REBER Rechtsanwälte KIG, Utoquai 43, 8008 Zürich, Switzerland. All references made in this Privacy Policy, such as “REBER”, “we” or “us” refer to REBER and REBER Rechtsanwälte KIG.

Which Personal Data We Process

In the course of managing our daily business we process personal data from a number of sources which includes:

- **Basic data:** name, e-mail, address, phone number, language preference, citizenship and passport/ID data, tax and insurance identification numbers, marital status, job title, the business you work for and further basic information.
- **Special categories of data:** on limited occasions, where it is necessary for a specific service, we may process sensitive data that you provided to us (e. g. about your political opinion or your health).
- **Client service data:** Further information provided to us by or on behalf of our current or prospective clients in the course of providing our services; as part of our on-boarding process or due to compliance issues we may also collect information about your background and identity from public sources.

Purposes for Processing Personal Data

We process personal data for the following purposes:

- To **conclude and perform our business relationships and to respond to inquiries**, in particular with regard to providing legal services to our clients;
- to **comply with our domestic and foreign legal obligations** (e.g. by conducting identity and background checks resp. “know-your-customer checks”, in case it is necessary);
- to **inform about our services and to promote** it, for instance by sending you newsletters, legal updates, publications or event invitations;
- to **send Christmas Cards and other Information about REBER.**

Legal Basis for Processing Personal Data

When we process personal data for the purposes laid down in this Privacy Policy, we rely on

- **the performance of contractual obligations;**
- **a legitimate interest** (such as to promote our legal services and keep our clients up to date);
- **consent**, if it is necessary for the lawful processing of your personal data under the applicable laws and regulations.

We inform our clients about this Privacy Policy.

Who We Share Personal Data With

We may share personal data with

- IT and accounting service providers who are committed to safeguarding the same level of privacy;
- third parties engaged or engaging in rendering the legal service, such as other law firms, but only if necessary and with prior consent of the client;
- other third parties we need to share personal data with, in order to carry out the contractual obligations in the interest of our client.

Transfer of Personal Data Abroad

On limited occasions and only if necessary, we may transfer personal data to recipients abroad, including to countries that do not provide the same level of data protection as in Switzerland. We will initiate such a transfer abroad only if it is necessary for the performance of the agreements with our client or to establish, exercise or defend our client's legal interests.

Protection of Personal Data

We apply appropriate technical and organizational measures to preserve the confidentiality and integrity of personal data as obliged by law.

Retention of Personal Data

We retain personal data for as long as we have a legitimate and/or a predominant interest and as long as they are subject to a legal retention obligation.

Obligation to Provide Personal Data to Us

In connection to our business relationship, you need to provide us with any personal data that is necessary for the conclusion and performance of a business relationship and the performance of our contractual and legal obligations. Otherwise we may not be able to enter into or carry out a contract with you.

Your Rights

We welcome your inquiries. You may ask for specific information regarding the processing of your personal data, request rectification of incorrect or incomplete personal data. To the extent permitted by law, you may demand the deletion of your personal data, ask for certain restrictions for processing it and you may also object to processing your personal data or ask for a transmission of your personal data to another data controller.

You also have the right to enforce your claims in court or file a complaint with the competent data protection authority. In Switzerland the competent data protection authority is the Federal Data Protection and Information Commissioner (<http://www.edoeb.admin.ch>).

Contact

If there is any issue with regard to our processing of your personal data, please feel free to contact us at dataprotection@reberlaw.ch.

Effective date: 25 May 2018