

## **Information sheet on the protection of personal data**

### **1. Personal data**

We, Dr. Eleni Diamanti, Dr. Martin Getreuer and Dr. Georg Getreuer collect, process and use your personal data only with your consent or due to the mandating or appointment according to the agreed purpose or to legal provisions consistent with the General Data Protection Regulation (GDPR).

We collect only the personal data that is necessary for us in order to perform the entrusted representation and legal services or data that you place to our disposal voluntarily.

Personal data encompasses individual details concerning the personal circumstances or factual information about the natural person. It includes for example name, address, e-mail-address, telephone number, date of birth, age, gender, social security number, video recordings, photos, voice recordings, biometrical data (e.g. fingerprints). Also sensible data such as health related data or data in connection with a penal procedure can be included.

### **2. Disclosure and deletion**

As a client and generally as person concerned you have the right to request information of stored data, their resource and recipients and the purpose of processing. Furthermore, you have the right of rectification, transfer, opposition, limitation of processing as well as deletion or blocking of incorrect or unauthorised processing of data.

We kindly ask you to inform us of any change of your personal data.

You have the right to revoke any time your consent regarding the use of your personal data. Please send your request for information, deletion, rectification, opposition and/or data-transfer (the transfer can be made as long as this doesn't involve disproportionate effort) to the address of our law office under point 8.

If you believe that the processing of your personal data violates the law regarding the protection of personal data or that your legal rights of data protection are infringed, you can complain at the competent regulatory authority. Competent authority in Austria is the "*Datenschutzbehörde*, [www.dsb.gv.at](http://www.dsb.gv.at)".

### **3. Data security**

The protection of your personal data is achieved through technical and organisational measures. These measures concern especially the protection against unauthorised, illegal or even coincidental access, processing, loss, use and manipulation.

Although we try to keep an adequate high standard of the diligence requirements, we cannot exclude the possibility that third persons have access to the information that you made available to us over the internet.

Please keep in mind that we do not assume any kind of liability for the disclosure of information due to mistakes during the data transfer not caused by us and/or due to unauthorised access by third parties (e.g. hacking of an e-mail account or telephone, interception of facsimile).

#### **4. Use of data**

We will not process the available data for objectives others than the ones required by the mandate or in accordance with your consent or with the General Data Protection Regulation. The use for statistical purposes, as far as the available data are anonymized, is hereof excluded.

#### **5. Transfer of data to third parties**

For the performance of the mandate it might be necessary to forward your data to third parties (opponent, substitutes, insurance companies, cooperating service providers etc.), courts or public authorities. The transfer of data takes place exclusively on the basis of the General Data Protection Regulation and particularly in order to perform your mandate or according to your previous consent.

Furthermore, we would like to inform you that in the course of your legal representation and performance of legal services we obtain information from third parties.

Some of the above mentioned recipients of your personal data process your personal data or are seated outside of your country. The level of data protection in other countries might be under circumstances different that the one in Austria. We forward your personal data only to countries for which the EU-Commission has decided that they have an adequate level of protection, or we take measures in order to guarantee that all recipients have an adequate data protection level. For this purpose we conclude standard contractual clauses.

#### **6. Notification of data mishap**

We undertake best efforts to insure that data mishaps are detected at an early stage; in that case we notify you and the competent regulatory authority immediately.

#### **7. Storage of data**

We will not store your data longer than it is required for the performance of our contractual or legal obligations and for warding off possible liability claims.

#### **8. Our contact details**

The protection of your data is very important for us. For any questions or for the withdrawal of your consent you can reach us under:

Dr. Eleni Diamanti  
Dr. Martin Getreuer  
Dr. Georg Getreuer  
Weyrgasse 6  
1030 Vienna  
tel. 01 713 14 25  
e-mail: [office@getreuer.at](mailto:office@getreuer.at)  
www: [www.getreuer.at](http://www.getreuer.at); [www.diamanti.at](http://www.diamanti.at)