

Aumento Law Firm

# DATA PROTECTION POLICY

This data protection policy is applicable to all independent law firms (partners) at Aumento Law Firm.

## **1. INTRODUCTION**

### **1.1. Data protection**

- 1.1.1. In relation to the execution of judicial aid, Aumento Law Firm processes personally identifiable information (personal data) about their clients and therefore have passed this data protection policy that describes how your data is being processed and which rights you have as registered.
- 1.1.2 To protect your personal data as best as possible, we assess how high the risk is that our data processing affects your basic rights and we process your personal data on the following basic principles:
- The processing happens in a lawful, fair and transparent way in regard to you.
  - The processing is subject to a purpose limitation.
  - The processing is carried out on a principle about data minimisation.
  - The treatment is based on a principle of data minimization.
  - The processing is based on a principle of accuracy, which is intended to ensure that the data we process about you is accurate and up to date.
  - Treatment is done on the basis of a principle of retention limitation.
  - The processing is based on a principle of integrity and confidentiality.

### **1.2. Data controller**

- 1.2.1. The data controller for the processing of your personal data is the independent law firm with which you have entered into an advisory agreement: <https://aumento.dk/personer/>
- 1.2.2 The individual law firm with which you have entered into an agreement is thus the data controller, which means that it is this specific company that is responsible for ensuring that your personal data is processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 June 2016 on the protection of individuals with regard to the processing of personal data. This regulation is subject to the same rules.

- 1.2.3. If you have any questions regarding the processing of personal data in the company, please contact the individual attorney with whom you have entered into an advisory agreement. If you are unsure which attorney you have entered into an advisory agreement with and you have any questions regarding the processing of your personal data, please contact Jens Bang Liebst, Attorney at [jbl@umento.dk](mailto:jbl@umento.dk)

## **2. General about the processing of personal data at Aumento Law Firm**

### **2.1. Processing of personal data as part of our legal advice**

- 2.1.1. At Aumento Law Firm, we treat personal data about you as an unavoidable part of the advice we give you and in our ongoing contact with you.

### **2.2. Types of personal data**

- 2.2.1. In connection with the exercise of legal advice, we process personal data about you, which includes, among other things:

- Name
- E-mail address
- Adresse
- Telephone number
- Job function
- Economy
- Fortune
- Family relationships
- Employer
- Insurance relationships
- Former residence
- Relationships with 3. Party
- Social problems

- 2.2.2. In some cases, we process specific personal data (personally sensitive data) about you that includes:

- Racial or ethnic background
- Political, religious and philosophical beliefs
- Trade union membership
- Processing of generic or biometric data for unique identification
- Health and sexual relations

## 2.3. The purpose of the processing of personal data, as well as the legal basis for it

2.3.1. We collect and store your data for specific and legitimate purposes, for example:

- When we register you as a client or contact person in our case system for the ongoing correspondence and billing.
- When we need the information to get an overview of the facts of the case, thus creating the best possible basis for assisting and advising you legally.
- When we are obliged to obtain information under the Money Laundering Act

2.3.2. When we collect the information from you, or from third parties, you will be informed that we collect the information and for what specific purposes.

2.3.3. If we later need to use the information for a purpose other than that provided, we will contact you and obtain your consent.

2.3.4. Our legal basis for processing your personal data will typically be:

2.3.4.1. For general personal data:

- Nature of the Data Protection Regulation. 6(1)(a): Consent
- Nature of the Data Protection Regulation. 6(1)(b): Performance of contract
- Nature of the Data Protection Regulation. 6(1)(c): Legal obligation
- Nature of the Data Protection Regulation. 6(1) (d): Protecting your or other private persons or vital interests
- Nature of the Data Protection Regulation. 6(1)(f): Balance of interests

2.3.4.2. For special (personally sensitive) personal data:

- Nature of the Data Protection Regulation. 9(2) (a): Consent
- Nature of the Data Protection Regulation. 9(2)(c) Protection of the vital interests of your or other private persons
- Nature of the Data Protection Regulation. 9(2)(f): Necessary for the establishment of legal claims

2.3.5. In connection with the acquisition of your personal data, you will be informed of the legal basis for the processing.

## **2.4. The volume of data**

- 2.4.1. Before processing your personal data, we examine whether it is possible to minimise the amount of personal data in relation to the purpose of the processing. We also investigate whether some of the data types we use can be used anonymously or pseudonymised. This is possible if it does not adversely affect our obligations to public authorities or our day-to-day operations.
- 2.4.2. We collect, process and store only the personal data necessary to fulfil our intended purpose. In addition, it may be decided by law what type of data it is necessary to collect and store in relation to running a law firm. The type and scope of the personal data we process may also be required to fulfill a contract or other legal obligation.

## **2.5. Control**

- 2.5.1. We continuously check that your personal data is not incorrect or misleading to the extent possible. In this regard, we ask you to inform us of relevant changes in your personal data. You can contact the individual attorney you have contracted for notification of changes.

## **3. SECURITY**

- 3.1. To protect you from unauthorized access to your personal data, we use IT solutions that automatically ensure that all data is only available to relevant people.

- In addition, we at Aumento Law Firm have adopted internal procedures and policies regarding information security. These procedures and policies contain instructions and actions that protect your data from being corrupted, lost, altered, published, and from unauthorized access or sharing.
- 3.2.

## **4. DISCLOSURE OF PERSONAL DATA**

- 4.1. As part of our legal representation, we are sometimes obliged to disclose personal data to third parties. This may be, for example, during the handling of legal proceedings, bankruptcy proceedings, the settlement, the formation of a company and in many other contexts.

Third parties include, for example:

- Courts
- The opposing party's attorneys
- Vendors (vendor information)
- Danish Business Authority

- 4.3. The disclosure of personal data to a third party will always be legally justified and otherwise necessary to fulfil your or your company's legitimate interests.

## **5. CLIENT'S RIGHTS**

### **5.1. Right of access**

- 5.1.1. You can obtain, on request, what personal data and category of personal data we process about you and what the purpose of the processing is if you have not already been informed. You can also gain insight into how long we store your personal data and who else has access to your personal data.

### **5.2. Right of opposition**

- 5.2.1. You may object to the processing of your personal data at any time and withdraw a previously issued consent for the processing of your personal data.
- 5.2.2. However, please be aware that there will be certain personal data that we will be able to process without your consent if we have a legitimate interest and if the protection of your interests does not exceed that interest.

### **5.3. Right of rectification**

- 5.3.1. If you believe that the personal data, we process about you is inaccurate or misleading, you have the right to have it corrected. In this regard, you must contact the attorney with which you have entered into legal assistance.

### **5.4. Right to have personal data limited or erased**

- 5.4.1. As long as you are a client of Aumento Law Firm and up to 10 years after the end of the client relationship, we will retain your personal data for the purpose of fulfilling public obligations and for the purpose of any legal disputes.
- 5.4.2. However, in some cases, we will have an obligation to delete your personal data earlier. This applies, for example, if you withdraw consent or if the retention of your personal data is no longer necessary for the specified purposes.
- 5.4.3. If you request that your personal data be corrected or deleted, we will check if the conditions are met and in that case we will make the necessary changes or deletions as soon as possible.

## **5.5. Right to data portability**

- 5.5.1. If you request information about the personal data Aumento Law Firm processes about you and the conditions are present, you are entitled to we hand this over to you in a structured, commonly used and machine-readable format, and we cannot and will not prevent you from transmitting this information to third parties. If you request it and it is technically possible, we will make sure to transmit the requested personal data directly from Aumento Law Firm to a third party.

## **5.6. Right to complain**

- 5.6.1. If you believe that your personal data is processed in violation of applicable law or other legal obligations, you have the right to lodge a complaint with the Danish Data Protection Agency. (dt@datatilsynet.dk).