

## PRIVACY POLICY OF ATTORNEYS AT LAW LEXHILL LTD

### 1 GENERAL

1.1 Attorneys at Law Lexhill Ltd (hereinafter also referred to as “Lexhill” or “we” depending on the context) is a law firm specialized in contract and business law. We process the personal data of our clients and the contact persons of potential clients responsibly, solely to fulfill the mandate given to us or to inform about our services. Respecting your privacy is a matter of honor for us. In this privacy policy, we will provide more detailed information on the following:

- Processing of Personal Data and Sources of Information
- Purpose and Legal Basis for Processing Personal Data
- Retention of Personal Data
- Use of Cookies
- Your Rights and Choices
- Transfer of Personal Data
- Disclosure of Personal Data
- Protection of Personal Data

### 2 PROCESSING OF PERSONAL DATA AND SOURCES OF INFORMATION

2.1 We process the information necessary for handling our client's assignment, such as the contact person's name, position, phone number, email address, communications, as well as company information, including the business ID, address, and billing details. We receive the information directly from our clients and from various official sources, such as the [tj.fi](https://www.tietosuoja.fi) service, during the client relationship.

2.2 We collect information about potential clients' contact persons, such as their name, position in the company, phone number, and email address, from publicly available sources, such as company websites and other public services, or through personal contacts or a contact form that may be available on our website.

### 3 PURPOSE AND LEGAL BASIS FOR PROCESSING PERSONAL DATA

3.1 We process our clients' information to manage assignments, maintain contact with our clients, and bill for our services. The processing of data is based on the contract. We retain billing information to comply with our legal obligations.

3.2 We process information about potential clients to market our services. You can, if you wish, object to this processing at any time by notifying us.

### 4 RETENTION OF PERSONAL DATA

4.1 We retain personal data for the duration of the client relationship and thereafter for as long as necessary to comply with legal obligations, such as accounting regulations. After the assignment has ended, we may contact you to find out how we performed and whether we can assist with any other assignments.

4.2 We often convert potential clients into actual clients. If this does not happen, we will delete the personal data after a reasonable time following the last contact, but no later than the end of the calendar year following the contact.

### 5 USE OF COOKIES

5.1 We do not use cookies or other similar technologies to collect data from users of the [lexhill.fi](https://www.lexhill.fi) website.

### 6 YOUR RIGHTS AND CHOICES

6.1 We listen to our clients and want to use personal in the way you prefer. Below, you will find information about your rights under data protection legislation. If you have any concerns about the processing of your data, please contact us.

- Access to Information: If you wish to review the information we have stored about you, please contact us via email or in writing and include sufficient details to reliably identify yourself. You may also visit our office in person, and we will provide you with access to your personal data.

- Correction of Information: If there are errors or omissions in your data, we will make the necessary corrections and updates upon your request.
- Data Portability: If you wish, we will provide you with the information about your personal data.
- Objection to Processing: You may object to the processing of personal data for marketing purposes or for processing potential clients' data based on legitimate interest by contacting us.
- Deletion of Data: We will delete personal data when it is no longer needed for the purposes for which it was collected. You may also request the deletion of your data yourself.
- Restriction of Processing: We will restrict the processing of data, for example, when we no longer need the data for its original purposes, but instead of deleting the data, you prefer that we retain it.
- Right to Lodge a Complaint: If you believe that we have processed your personal data in violation of data protection legislation, you may file a complaint with the data protection authority if you wish. For more information, please visit: [www.tietosuoja.fi](https://www.tietosuoja.fi).

### 7 TRANSFER OF PERSONAL DATA

7.1 We use partners for data processing. For example, providers of customer information and billing systems, our accountant, email and data storage service providers, and the website administrator have access to personal data. These partners are data processors who are not allowed to use the data for their own purposes. We have entered into data processing agreements with our partners to ensure that data is handled in accordance with data protection legislation.

7.2 Some of our partners operate outside the EU/EEA. If data processing requires transferring data outside the EU/EEA, we ensure that the transfer is carried out in accordance with data protection legislation, for example, by using the European Commission's Standard Contractual Clauses or the Privacy Shield mechanism.

### 8 DISCLOSURE OF PERSONAL DATA

8.1 If we were to transfer our business, we may disclose our clients' personal data to the recipient of the transfer. We may also share your information with our partners if we believe that they could assist you alongside or instead of us. Otherwise, we do not disclose data unless required by mandatory legislation or an order from an authority.

### 9 PROTECTION OF PERSONAL DATA

9.1 Devices and software containing client data are protected by up-to-date firewalls, antivirus programs, passwords, and other technical and organizational measures. Access to client information and billing systems is secured through strong authentication. We carefully select our partners and also require them to implement appropriate data security measures and confidentiality.

### ATTORNEYS AT LAW LEXHILL LTD

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