

## **NORDIA PRIVACY POLICY**

**April 2018**

NORDIA will act as data controller for the processing of personal data, associated to contact persons, received by the law firm in connection with assignments or otherwise processed during an assignment. You are not obligated to leave your personal data with us, but without it we cannot accept any assignment as it is not possible for us to do proper client conflict of interest or money laundering checks.

We treat personal data to perform mandatory client conflict of interest and (if necessary) money laundering checks, follow through and administer the assignment, see to the interests of you and third parties and for accounting and billing purposes. The data is processed in order to fulfil contractual obligations, legal obligations or legitimate interests.

We may use your contact information for the purpose of marketing our services contacting our customers. Personal data can also be processed for business and method development purposes, market analysis, statistics and risk assessment. The data used for business developing and analyzing purposes is processed on the grounds of our legitimate interest to develop our business and to communicate with contact persons.

NORDIA may also transfer personal data between different NORDIA offices in order to perform conflict and money laundering checks, for the purpose of information- and knowledge exchange as well as resource allocation. We will not distribute any personal data to third parties except when:

- a) it has been agreed upon between NORDIA and yourself,
- b) if it, within the scope of the assignment, is necessary in order to protect your rights,
- c) if it is necessary for us to comply with a legal obligation or accede a ruling by an authority or a court, or
- d) in case we hire an external service provider to execute an assignment on our behalf.

Personal data may be distributed to courts, authorities, adversaries and their attorneys if it is necessary in order to protect your rights.

Personal data will be kept, in compliance with the responsibility NORDIA has according to generally accepted legal practice, for ten years after the closing of the case, or a longer time if that is required due to the nature of the assignment. The data used to develop, analyze and

market the law firm's operation will be kept for two years after the last time of contact. If you unsubscribe from a newsletter or similar, your data will be erased immediately.

You have the right to request information from us on the processing of your personal data without cost. We will, on your demand or on our own behalf, correct, erase or limit the processing of false or wrongful data. Furthermore, you have the right to object against your data being processed for direct marketing purposes. You also have the right to access your personal data in a machine-readable format. If you have objections to our processing you may file a complaint to the supervisory authority in the country you reside or work. The following supervisory authorities are applicable in the countries where NORDIA operates:

- a) Sweden – Datainspektionen – [www.datainspektionen.se](http://www.datainspektionen.se)
- b) Denmark – Datatilsynet – [www.datatilsynet.dk](http://www.datatilsynet.dk)
- c) Norway – Datatilsynet – [www.datatilsynet.no](http://www.datatilsynet.no)
- d) Finland –Tietosuojavaltuutetun toimisto – [www.tietosuoja.fi](http://www.tietosuoja.fi)

In case we will need to transfer your personal data outside EU/EES, we will tell you about it and give information about the legal ground we have, to what countries the transfer is and explain what appropriate safeguards exist.

In case you would like to make any inquiry regarding our processing of personal data, don't hesitate to contact our offices. Each and all of the offices below, processing your personal data, will act as data controller in relation to you.

- a) STOCKHOLM - Advokatfirman NORDIA, Box 70389, SE-107 24 Stockholm, Sweden, phone: +46 8 563 08 100, E-post: [stockholm@nordialaw.com](mailto:stockholm@nordialaw.com)
- b) GOTHENBURG - Advokatfirman NORDIA Göteborg, Kungsporsavenyen 1, SE-411 36 Göteborg, Sweden, phone +46 31 778 35 00, e-mail: [gothenburg@nordialaw.com](mailto:gothenburg@nordialaw.com)
- c) COPENHAGEN - NORDIA Advokatfirma, Østergade 16, 1100 København K, Denmark, phone: +45 70 20 18 10, e-mail: [copenhagen@nordialaw.com](mailto:copenhagen@nordialaw.com)
- d) OSLO - NORDIA Law Advokatfirma AS, Rådhusgata 24, 4<sup>th</sup> floor, N-0151 Oslo, Norway, phone: +47 22 33 70 00, e-mail: [oslo@nordialaw.com](mailto:oslo@nordialaw.com)
- e) HELSINKI - Asianajotoimisto Nordia Oy, Eteläesplanadi 22 A (7<sup>th</sup> floor), 00130 Helsinki, Finland, phone: +358 9 4250 5000, e-mail: [helsinki@nordialaw.com](mailto:helsinki@nordialaw.com)