

PRIVACY & COOKIE POLICY

Privacy Policy

With this privacy policy, CB Law wishes to inform the visitors of its website which personal data are being processed and why. This privacy policy is dated September 1, 2021, and will be updated from time-to-time to reflect any changing regulatory requirements, processing practices or new functionalities that we might add or update. Any such changes to the privacy policy will be posted on our website and will be effective upon posting. See our below cookie policy for more information about our usage of cookies.

Introduction

This privacy policy applies to the processing of personal data of:

- Clients and their professional advisors.
- Suppliers.
- Visitors.
- Recruitment candidates.

The personal data we collect and process

The personal data we process may include.

- Basic information, such as your name, title, position, the company you work for, your relationship to a person.
- Contact details.
- Data necessary for processing invoices.
- Metrics of your visit on our website, such as used device-type, IP-address and user-agent.
- Data relating to your attendance of events and interests.
- Personal data we require for compliance purposes.
- Personal data provided to us in the course of rendering services which may include special categories of data.
- Any other personal data relating to you that you provide to us.

How we collect your personal data

We obtain the personal data in the following situations.

- When you provide us with your personal data, or when you interact with us directly (by email, telephone or letter).
- When you enter into an agreement with us.
- When we monitor our technology tools and services, including visits of our website and the emails which are sent to and from CB Law.
- When we collect personal data from other sources, such as local counsel, counterparties, the Trade Register, the Land Registry, commercial databases or by using public sources.

The purpose of processing your personal data

- To process and to respond to requests, enquiries or complaints received from you.
- To onboard and execute our services and supporting processes and systems required.
- To manage and administer our relationship with you.
- To comply with regulatory and policy requirements.
- To provide services requested by you.
- To identify services you may be interested in.
- To communicate with you about our services.
- To provide and improve our website by generating statistics regarding the use of the website.

- To monitor and analyze our business processes and systems.
- To handle your job application or subscription to any of our recruitment services or events.
- To establish, exercise or defend a legal claim and proceeding against CB Law and its staff.
- For business development activities.

On what basis do we use your personal data?

- To conclude and perform a contract.
- To comply with regulatory and policy requirements.
- For a legitimate interest (e.g. managing and administering relationships with clients and suppliers).
- With your consent.

How long do we keep your personal data?

We will keep your personal data no longer than is necessary to achieve the purposes stated in this Privacy & Cookie Policy. Your personal data will be retained in accordance with our retention policy, which is available upon request to the Data Protection Officer using the contact details set out under the section 'How to contact us' of this Privacy & Cookie Policy. The retention period for each category of personal data is based on regulatory and policy requirements and the purpose for which the information is collected and used.

Exchange of your personal data

In connection with the provision of our services we may need to allow our suppliers and sub-suppliers access to your personal data when they perform services on our behalf (mainly to maintain and support our ICT systems) and regulatory authorities, courts, tribunals, government agencies and law enforcement agencies for the purposes specified above. Any transfer of personal data outside the EU/EEA is made in line with applicable data protection laws. Our international transfers of personal data outside the EU/EEA are based on the EU Commission's standard contractual clauses.

Protection of your personal data

CB Law has taken appropriate technical and organizational measures to protect personal data against loss or against any form of unlawful processing. Information security is in the hands of our internal security professionals. The latest version of the information policy of CB Law is available upon request. A copy of the information security policy can be requested from the Data Protection Officer using the contact details set out under the section 'How to contact us' of this Privacy & Cookie Policy.

Your rights regarding your personal data

The GDPR and other applicable laws foresee in certain rights for data subjects under the conditions set out therein. You, as a data subject, specifically have the following rights.

- Right to access your personal data.
- Right to rectification or correction of your personal data.
- Right to erasure of your personal data.
- Right to object or to request restriction of processing of your personal data.
- Right to data portability.
- Right to object to profiling.
- Right to lodge a complaint with a supervisory authority.
- Right to withdraw your consent for the future to the extent that the processing of your personal data takes place on the basis of your consent.

Cookie Policy

What are Cookies?

A cookie is a small piece of text that websites send to the browser and is stored on the user's terminal, which may be a personal computer, a mobile phone, a tablet, etc. These files allow the website to remember information

about your visit, such as language and preferred options, which can make your next visit easier and make the website more useful for you. Cookies play a very important role in improving user experiences on the web.

Our website uses cookies specifically as follows.

Our website uses both temporary session cookies and persistent cookies. Session cookies store information only while the user accesses the website and persistent cookies stored in the terminal data to be accessed and used in more than one session.

Strictly Necessary Cookies. These cookies are necessary for the website to function and cannot be switched off in our systems. They are usually only set in response to actions made by you which amount to a request for services, such as setting your privacy preferences, logging in or filling in forms. You can set your browser to block or alert you about these cookies, but some parts of the website will not then work. These cookies do not store any personally identifiable information.

Performance / Analytics Cookies. These cookies allow us to count visits and traffic sources so we can measure and improve the performance of our website. They help us to know which pages are the most and least popular and see how visitors move around the website. All information these cookies collect is aggregated and therefore anonymous. If you do not allow these cookies we will not know when you have visited our website, and will not be able to monitor its performance.

You can block cookies, except strictly necessary cookies for the site to function, by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website or any other websites that you visit.

How to contact us

If you have any questions or complaints regarding the processing of your personal data and/or the use of cookies, please contact us through the following contact details.

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