

DATA PRIVACY POLICY

The protection of your personal data is a top priority for RPCK Rastegar Panchal, RA Dr. Keyvan Rastegar, LL.M. (Harvard) (**RPCK, we or us**). Based on our professional duties of confidentiality, we are bound to the highest level of confidentiality and utmost secrecy in all matters. We comply with all data protection requirements, in particular the EU General Data Protection Regulation (**GDPR**) when using your personal data.

Below you will find which of your personal data we process for which purposes and on which legal basis and how you can exercise your rights under the GDPR.

1. Client-Attorney Relationship

As part of mandate, we are obligated to represent your interests zealously, faithfully and conscientiously. Therefore, and in your interest, we are legally required to collect any personal data that is necessary to represent you conscientiously. We process your personal data based our engagement contract, your consent, our legal and/or contractual obligations and other purposes covered by data protection legislation. For statistical matters, your personal data will be anonymized before used.

2. Personal data and Data Processing Purposes

Personal data is any data that contains individual information about personal or factual circumstances, such as name, address, email address, telephone number, date of birth, age, gender, social security number, video recordings, photographs, voice recordings of individuals, and biometric data such as fingerprints. Sensitive data, such as health data or data related to criminal proceedings, may also be included.

If you have not provided us with your personal data yourself, we have received it from clients, business partners, service providers or cooperation partners for whom you may act as a representative or employee or through whom you may be invited to our events. In addition, it is possible that we have taken your personal data from publicly available sources, including but not limited to company websites, search engines, social networks or industry register. The latter always takes place in accordance with all applicable national and European regulations.

We only collect personal data that is necessary to carry out and perform of our legal services or that you have voluntarily disclosed to us. The collection, use and processing of your personal data is carried out exclusively within the framework of the applicable national and European regulations and to the extent you have consented to and that is necessary for the fulfilment of contractual or legal obligations or for the protection of legitimate interests of RPCK.

In particular, the processing is carried out for the following purposes:

- a) According to your mandate or for the preparation of your engagement, consequently from our contractual arrangement and other legal and contractually agreed services related to our business relationship.
- b) To comply with national as well as European legislation and regulations (such as data storage to fulfil legal retention periods according to the Austrian Lawyer's Act, the Austrian Federal Fiscal Code, Austrian

Corporate Code etc.). In particular, it may be necessary before acceptance of specific mandates, to process your data, based on legal regulations for the prevention of money laundering and terrorist financing. Furthermore, we are obliged to keep documents provided for identification purposes (or copies thereof) for at least five (maximum ten) years after termination of the mandate.

- c) For the purpose of proper and efficient management of our business and internal administration (e.g. accounting purposes).
- d) For communication purposes, as well as other optimization of our contact management system.
- e) To sustain business relationships and to provide you with current and relevant legal or business-related information and developments, for example via sending you newsletters and invitations to various events.
- f) To ensure the IT security and IT operation of our law firm.
- g) For using service providers (e.g. external IT service providers, tax consultants).

Furthermore, in compliance with data protection, civil law and other applicable provisions your personal data will also be used in reliance on other legal basis and in accordance with the GDPR.

Lack of cooperation in providing personal data (e.g., failure to provide or incomplete provision) that is necessary to perform and implement of our legal services may, under certain circumstances, result in that we cannot accept a mandate.

Please note that in general when processing personal data, we always weigh our and your legitimate interest against each other and carry out a balancing test, on which you can obtain more details from us upon request.

3. Website, Newsletter and Recruiting

3.1. Website

The use of our website, including access to the publicly accessible content, is generally possible without providing your personal data. Only the information provided by your Internet provider is recorded, including but not limited your IP address, the date, duration and time of your visit, as well as the name and version of your web browser. This information is stored for the duration of your visit on our website; it is evaluated solely for statistical purposes while maintaining the anonymity of individual users (for more information, please refer to our Cookie Policy: www.rpck.com/cookie-policy), as well as to enable detection, prevention and investigation of any attacks on our website. For the above purposes, we will transfer your personal data to IT service providers used by us.

Personal information about you will also be collected if you voluntarily and explicitly disclose it when visiting the website, in connection with the use of the services offered. Such information is used by us exclusively for the corresponding purpose and in compliance with the applicable legal provisions.

We check links leaving our website very carefully. Nonetheless, we do not hold any responsibility or liability for the content of pages linked from this website or any other website.

The legal basis for the aforementioned processing of your personal data is thus, on the one hand, our legitimate interest in ensuring the functionality, security, etc. of our website and on the other hand, the consent you have given to the processing of your personal data which you can revoke at any time with immediate effect.

3.2. Newsletter

To receive our Newsletter or Career Newsletter, you only need to disclose your email address.

The legal basis for the aforementioned processing of your personal data, is your consent, which you can revoke at any time and with immediate effect, or a legitimate interest of RPCK to maintain business contacts, to inform existing and potential clients, etc., if permitted by the applicable national law.

3.3. Contact Management

As soon as you have contacted us, we will be in possession of your contact details. We process your contact data to fulfil our contractual and legal obligations or according to our legitimate interest to optimize our contact management, whereby you can object to the further processing of your data to optimize our contact management system at any time with immediate effect. If you send us a reasoned notice of objection, we will examine the facts and either cease or adjust the processing operations or inform you of compelling and legitimate reasons why it is necessary to continue the data processing.

3.4. Cookies

The website www.rpck.com uses "cookies" to make our services more user-friendly and efficient.

A "cookie" is a small text file on the hard drive of your computer, downloaded by our web server. This allows our website to recognize you as a user, if a connection is made between your browser and our website. The content, of the cookies we use is limited to an identification number that preserves the anonymity of the user. The primary purpose of a cookie is to recognize website visitors. Furthermore, cookies help to determine the number of users on our website.

The two types of cookies used on www.rpck.com:

- Permanent cookies: To make the interface more user-friendly, cookies are stored on your device, which in return allows us to recognize you as a user the next time you visit our website. With appropriate settings in your browser, you will be informed about the placement of cookies and are able to set your preferences. In addition, you can arrange for the automatic deletion of cookies. However, if cookies are generally deactivated, the functionality of this website may be limited.
- Session cookies: These are transient cookies, which are automatically erased when you close your browser, thus remain only temporarily.

3.5. Server-Log-Files

To optimize our website in terms of system performance, user-friendliness, and supply of useful information about our services, the website provider automatically collects and stores information in so-called server-log-files, which your browser automatically transmits to us. This includes your Internet Protocol address (IP address), browser, language settings, operating system, referrer URL, your Internet service provider and date/time of your visit.

We do not merge this data with personal data sources. We reserve the right to check this data retrospectively if we become aware of specific indications of unlawful use.

3.6. Recruiting

We are looking forward to receiving your application. In order to assess, whether we can offer you a suitable position, we need certain information about you. By submitting your application to us, you agree that we may collect, process and use the personal data you provide. We will only process the personal data that you disclose during the application process (e.g. name, contact details, academic degree, curriculum vitae, letter of motivation, letter of recommendation and other information and documents that you provide to us). We will only use your personal data for the agreed purpose of your application and, if applicable, employment with us.

In addition, we may obtain your personal data from publicly available sources, such as search engines, social networks. All this is done in accordance with all applicable national and European legislation and regulations.

The legal basis for the processing of your personal data is your consent, which you can revoke at any time with immediate effect. In addition, we process your data for the duration of the application process and if legal claims can be asserted against us. Furthermore, your data may be stored if you give your consent to keep records.

4. Use of data

The data provided to us will be used exclusively for purposes covered by the engagement agreement, your consent or by any other provision in accordance with the GDPR. This excludes the use of anonymized data for statistical purposes.

Upon conclusion of an attorney-client relationship or a contractual relationship with us, you will disclose personal data and, if applicable, trade and business secrets, of you and of your relatives, employees or other third parties. In this case, we consider your authorization to disclose this data as given.

5. Transmission of data to Third Parties

Your data will only be transferred to the extent necessary for a particular purpose, provided that there is a valid legal basis for the transfer and the transfer is in accordance with our professional duty of confidentiality, is required by applicable law, a legitimate interest exists or your consent has been given.

Some trials or mandates may make it necessary to forward your personal data to third parties (e.g. the opposing party, substitute lawyers, insurance companies, service providers we may use and to whom we provide data to, etc.) and to courts and authorities.

In addition, an issue arising in connection with your mandate, may require an exchange of data within the RPCK offices or with other law firms, experts, translators etc.

Data will be transferred only in reliance on data protection (and all other applicable national) laws and in particular to execute your mandate or based on your prior consent.

The following recipients may receive your data, if necessary:

- other RPCK offices;
- independent attorneys in cooperation with RPCK;
- experts and translators
- courts and authorities;
- opponents and their legal representatives;
- relevant bar associations;
- tax advisors and auditors
- banks and insurance companies; and
- service providers (e.g. travel agencies, cab service, hotels) etc.

Some of the recipients of your personal data mentioned above are located abroad or outside the EU/EEA and process your personal data there. The level of data protection in other countries may not be the equal to the Austrian standards. We ensure that the European level of data protection and European data security standards are maintained. Therefore, we only transfer your personal data to countries for which the EU Commission has decided that they have an adequate level of data protection or we take measures to ensure that all recipients maintain an adequate level of data protection, for which we conclude standard contractual clauses (2010/87/EC and/or 2004/915/EC).

Our service providers (called processors) also process your personal data. These processors are in particular IT service providers, providers of other tools, software solutions and similar services. Our processors only process your data on our behalf, in accordance with our instructions and for the purposes stated in this Privacy Policy. Some of these processors are located outside the EU/EEA. Nevertheless, in all cases of using processors, we always ensure that the European level of data protection and data security standards are maintained.

6. Data Security and Notification of Data Incidents

Your personal data is protected by appropriate organizational and technical measures. These precautions mainly concern the prevention of unauthorized, unlawful or even accidental access, processing, loss, use or tampering of your data.

In spite of our efforts of ensuring an appropriately high standard of diligence requirements at all times, it cannot be ruled out that information you have provided via the internet will be accessed or used by other persons.

Therefore, please note that we assume no liability whatsoever for the disclosure of information due to errors in the data transfer and/or unauthorized access by third parties not caused by us (e.g. hacking of e-mail accounts, telephone, or interception of fax messages).

We strive to ensure early detection of data breaches and, if necessary, we will immediately notify you or the relevant supervisory authority, considering the relevant category of data.

7. Data Storage

Depending on the respective processing purpose, a different retention period is required for different categories of data. We will not retain data longer than is necessary to fulfil our contractual or legal obligations and to defend against any liability claims. Data that is no longer required will be deleted or anonymized to ensure that you can no longer be identified.

8. Your Rights in Connection with Your Personal Data

As a client or generally as a data subject within the meaning of the GDPR, and subject to the attorney-client privilege, you have the right to information on your personal data processed by us, its origin and recipient, the storage period and the purpose of the data processing.

If we process data about you that is incorrect or incomplete, you may request that it be corrected or completed. You can also request the deletion of unlawfully processed data. Please note, however, that this only applies to incorrect, incomplete or unlawfully processed data or if the legal requirements are met.

If it is unclear whether your personal data is incorrect, incomplete or processed unlawfully, or if it is otherwise unclear to what extent the conditions for deletion of your data are met, you may request restriction of the processing of your data until this issue has been resolved.

You may also request restriction of the processing of your data if your personal data is no longer required for the purposes of processing, but is needed for the establishment, exercise or defence of legal claims or if you have objected to the processing pending the verification whether the legitimate grounds of us for further data processing outweigh the grounds stated by you.

These rights complement each other, so that you can only request either the correction or respectively completion of your data or its deletion. Any such request made by you must contain sufficient justification as to why the data should be corrected, deleted or restricted, so that we can assess whether the respective legal requirements are met. In the case of correction, the request must also state how the data should be read correctly.

If the processing of personal data is based on your consent, you have the right to revoke this consent at any time with immediate effect. Please note, that the revocation of consent does not affect the lawfulness of the processing - based on the consent - until the revocation.

You have the right to object to data processing concerning your person, provided that this data processing is based on the legal basis of our legitimate interest or your consent. If you decide to exercise your right to object, we ask you to give the reasons for doing so.

In certain cases, you have the right to receive your personal data processed by us in a machine-readable format of your choice or to instruct us to transfer this data directly to a third party of your choice, whereby any data portability may not be precluded by unreasonable expense or by legal or other obligations of secrecy or confidentiality considerations (right to data portability).

For all your concerns in connection with the processing of your personal data by us, we ask you to contact us at the address given in point 10, whereby we always ask you for proof of your identity, for example by sending an electronic copy of your ID.

9. Further information

Please note that this Privacy Policy is updated regularly to reflect legal and/or technical requirements or changes.

10. Contact Details

Please address any queries or your notice of withdrawal to.

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