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Data Privacy Statement

of

Schuh Rechtsanwalts GmbH
Reg. No. 680281 p
Kohlmarkt 16/2/13c
A-1010 Vienna

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1. General

Schuh Rechtsanwalts GmbH, reg. no. 680281 p, Kohlmarkt 16/2/13, A-1010 Vienna (hereinafter referred to as "**schuh.law**", "**we**", "**us**") is committed to protecting your personal data and takes this responsibility very seriously. Please take the time to read our data protection information carefully to find out why we collect your data and how we will process it in compliance with all data protection regulations and in particular the EU General Data Protection Regulation ("**GDPR**"). In the following data privacy statement, we explain, among other things, which personal data we process, for what purpose and on what legal basis.

2. Data Protection Officer

Schuh Rechtsanwalts GmbH
Attn.: Mag. Georg Schuh, LL.M.
Kohlmarkt 16/2/13c
A-1010 Vienna
E-Mail: office@schuh.law

3. Personal Data

Personal data is information that relates to persons whose identity is identified or identifiable (e.g. name, contact details, billing details, IP address).

4. Data Processing

a. Data processing of website visitors, newsletter subscribers and interested parties

We process your personal data either:

- to safeguard our legitimate interests (Art. 6 para. 1 lit. f GDPR), which serve to ensure the operation, security and optimization of the website;
- to carry out pre-contractual measures or to fulfill contractual obligations (Art. 6 para. 1 lit b GDPR) in order to be able to answer your inquiries that you send to us via the contact form on our website, by e-mail or by telephone (Art 6 para. 1 lit. a GDPR);
- to send the newsletter to which you have subscribed (Art. 6 para. 1 lit. a GDPR); or
- to fulfill our legal obligations in connection with the prevention of money laundering and terrorist financing (Art. 6 para. 1 lit. c GDPR).

By registering for the newsletter or by sending or making an inquiry to us, you give us your consent. In order to constantly improve our website and information offering, we collect and store the following data when you visit the website: Browser type, operating system, country, date, time and duration of access, IP address and pages visited, including entry and exit pages. The data is not used to personally identify website visitors.

“Cookies” are used to recognize and store temporary data of website visitors in order to ensure the unrestricted use of our website. Cookies are only used on the website for page analysis and to ensure the technical functionality of the website. Accordingly, all information is automatically deleted within a certain period of time after leaving the website.

If you register for the newsletter via the website, your name, your e-mail address, the time of registration and your IP address will be processed. In addition, information about the newsletter dispatch is stored (e.g. which newsletters we have sent, whether and when you have opened them, blocked them or marked them as spam, whether they could not be delivered temporarily or permanently, whether you have subscribed to or unsubscribed from the newsletter). This data processing is covered by your consent when you subscribe to the newsletter. If you do not wish to provide this information, please do not subscribe to the newsletter.

In order to achieve all of the above-mentioned purposes, it may be necessary for us to disclose your data to the following recipients. This disclosure may take place in particular through transmission or dissemination.

Recipient/Purpose	Seat	Legal basis	Transfer to third country
Cooperation partners (lawyers, law firms, tax consultants, auditors, management consultants) where necessary	Austria / Other EU-countries	Overriding legitimate interests pursuant to Art. 6 para. 1 lit. f GDPR	No
Authorities and credit agencies in connection with the prevention of money laundering and terrorist financing, where necessary	Austria / Other EU-countries	Fulfillment of legal obligations pursuant to Art. 6 para. 1 lit. c GDPR	No
Wix.com Ltd. (Website-Hosting)	Israel	Overriding legitimate interests pursuant to Art. 6 para. 1 lit. f GDPR	Yes, company seat in Israel: Adequacy decision according to Art 45 GDPR. Transmission to the USA cannot be excluded - is based on the conclusion of standard contractual clauses, data protection at wix.com and certification in accordance with the EU-US Data Privacy Framework: https://www.dataprivacyframework.gov/list
Ledl.net GmbH – Domaintechnik.at (as part of the maintenance of the website)	Austria	Overriding legitimate interests pursuant to Art. 6 para. 1 lit. f GDPR: Ensuring the	No

		operation, security and optimization of our website	
Business Data Solutions GmbH (as part of remote IT maintenance; virtualized server environment in the bds cloud)	Austria	Overriding legitimate interests pursuant to Art. 6 para. 1 lit. f GDPR: Ensuring the operation, security and optimization of our website	No
Microsoft Corporation (as part of the provision of email accounts, SharePoint Online and Microsoft Teams)	European Union	Overriding legitimate interests pursuant to Art. 6 para. 1 lit. f GDPR: Provision of the IT infrastructure	No

You have the right to object to the processing of your data for the purpose of direct advertising (newsletter, information on services, invitations) at any time without giving reasons by sending a letter to the above address or by e-mail to office@schuh.law.

b. Data Processing of Clients

Your data will be used in the context of our client advice either

- to carry out pre-contractual measures or to fulfill contractual obligations (Art. 6 para. 1 lit b GDPR) in the context of the client relationship;
- to name you as a reference, provided you give us your consent (Art. 6 para. 1 lit. a GDPR);
- to fulfill our legal and professional obligations (Art. 6 para. 1 lit c. GDPR);
- to fulfill our legal obligations in connection with the prevention of money laundering and terrorist financing (Art. 6 para. 1 lit. c GDPR); and
- to safeguard our legitimate interests (Art. 6 para. 1 lit. f GDPR); which serve to ensure the operation, security and optimization of the website, as well as efficient communication with you.

Data processing within the scope of the client relationship serves in particular to carry out and process our legal services. We cannot enter into a client relationship with you if this data is not made available to us. Consent to being named as a reference can be withdrawn at any time.

In order to achieve the above-mentioned purposes, it may be necessary for us to disclose your data to the following recipients. This disclosure may take place in particular through transmission or dissemination.

Recipient	Seat	Legal basis	Transfer to third country
ADVOKAT Unternehmensberatung Greiter & Greiter GmbH (as part of support and remote maintenance of the file management software, training)	Austria	Overriding legitimate interests pursuant to Art. 6 para. 1 lit. f GDPR: File management	No
External tax advisory (currently Steirer, Mika & Comp. Wirtschaftsprüfung Steuerberatung GmbH)	Austria	Fulfillment of legal obligations pursuant to Art. 6 para. 1 lit. c GDPR	No
Cooperation partners (lawyers, law firms, tax consultants, auditors, management consultants) where necessary	Austria / Other EU-countries	Fulfillment of legal obligations pursuant to Art. 6 para. 1 lit. c GDPR	No
Authorities in connection with the prevention of money laundering and terrorist financing, where necessary	Austria / Other EU-countries	Fulfillment of legal obligations pursuant to Art. 6 para. 1 lit. c GDPR	No
Business Data Solutions GmbH (as part of remote IT maintenance; virtualized server environment in the bds cloud)	Austria	Overriding legitimate interests pursuant to Art. 6 para. 1 lit. f GDPR: Provision of the IT infrastructure and file storage system	No
Microsoft Corporation (as part of the provision of email accounts, SharePoint Online and Microsoft Teams)	European Union	Overriding legitimate interests pursuant to Art. 6 para. 1 lit. f GDPR: Provision of the IT infrastructure	No
Other clients, opponents, experts, insofar as necessary for the fulfillment of the mandate	Worldwide, depending on the respective company headquarters	Fulfillment of the (pre-) contractual obligation pursuant to Art. 6 para. 1 lit. b GDPR	Under certain circumstances; necessary for the fulfillment of the mandate (Art. 49 para. 1 lit. b or c GDPR)

c. Data Processing of Suppliers and Business Partners

Your personal data is processed:

- to carry out pre-contractual measures or fulfill contractual obligations (Art. 6 para. 1 lit. b GDPR);
- to fulfill our legal obligations (Art. 6 para. 1 lit. c GDPR); and
- to safeguard our legitimate interests (Art. 6 para. 1 lit. f GDPR); which serve to ensure the operation, security and optimization of the website, as well as efficient communication with you.

The processing of your personal data serves in particular to initiate, maintain and process contracts for specific services.

In order to achieve the above-mentioned purposes, it may be necessary for us to disclose your data to the following recipients. This disclosure may take place in particular through transmission or dissemination.

Recipient	Seat	Legal basis	Transfer to third country
ADVOKAT Unternehmensberatung Greiter & Greiter GmbH (as part of support and remote maintenance of the file management software, training)	Austria	Overriding legitimate interests pursuant to Art. 6 para. 1 lit. f GDPR: File management	No
External tax advisory (currently Steirer, Mika & Comp. Wirtschaftsprüfung Steuerberatung GmbH)	Austria	Fulfillment of legal obligations pursuant to Art. 6 para. 1 lit. c GDPR	No
Authorities in connection with the prevention of money laundering and terrorist financing, where necessary	Austria / other EU-countries	Fulfillment of legal obligations pursuant to Art. 6 para. 1 lit. c GDPR	No
Business Data Solutions GmbH (as part of remote IT maintenance; virtualized server environment in the bds cloud)	Austria	Overriding legitimate interests pursuant to Art. 6 para. 1 lit. f GDPR: Provision of the IT infrastructure and file storage system	No
Microsoft Corporation (as part of the provision of email accounts, SharePoint Online and Microsoft Teams)	European Union	Overriding legitimate interests pursuant to Art. 6 para. 1 lit. f GDPR: Provision of the IT infrastructure	No
Other clients, opponents, experts, insofar as necessary for the fulfillment of the mandate	Worldwide, depending on the respective company headquarters	Fulfillment of the (pre-) contractual obligation pursuant to Art. 6 para. 1 lit. b GDPR	Under certain circumstances; necessary for the fulfillment of the mandate (Art. 49 para. 1 lit. b or c GDPR)

d. Data Processing of Applicants

Your personal data will be processed.

- for the implementation of pre-contractual measures (conclusion of a service contract, Art. 6 para. 1 lit. b GDPR),
- for administrative purposes, if you are to be kept on record, based on your express consent (Art. 6 (1) (a) GDPR)

- to fulfill our legal obligations (registration as an employee with social security, Art. 6 para. 1 lit. c GDPR).

The purpose of processing your data is to handle the application process and to register you with social security if we hire you. If you do not provide us with your data, we will not be able to process your application.

In order to achieve the above-mentioned purposes, it may be necessary for us to disclose your data to the following recipients. This disclosure may take place in particular through transmission or dissemination.

Recipient	Seat	Legal basis	Transfer to third country
Authorities in connection with the prevention of money laundering and terrorist financing, where necessary	Austria / Other EU-countries	Fulfillment of legal obligations pursuant to Art 6 para 1 lit c GDPR	No
External tax advisory (currently Steirer, Mika & Comp. Wirtschaftsprüfung Steuerberatung GmbH) if necessary for the application process and the registration with social security	Austria	Fulfillment of legal obligations pursuant to Art. 6 para. 1 lit. c GDPR	No
Microsoft Corporation (as part of the provision of email accounts, SharePoint Online and Microsoft Teams)	European Union	Overriding legitimate interests pursuant to Art. 6 para. 1 lit. f GDPR: Provision of the IT infrastructure	No
Business Data Solutions GmbH (as part of remote IT maintenance; virtualized server environment in the bds cloud)	Austria	Overriding legitimate interests pursuant to Art. 6 para. 1 lit. f GDPR: Provision of the IT infrastructure and file storage system	No
Vienna Bar Association	Austria	Fulfillment of legal obligations pursuant to Art. 6 para. 1 lit. c GDPR	No

e. Data processing of (potential) opponents, other parties and persons providing information in the context of client support

We also process personal data if you are a (potential) opponent of clients or an involved party or respondent in matters relating to the client relationship. In general, we obtain this data from clients or their business partners, from the internet or other available public sources / third parties. We do not provide specific information about data processing, as we are exempt from the obligation to provide information pursuant to Art. 14 para. 5 GDPR.

f. Data processing of personal data from sources other than the data subject (Art. 14 GDPR)

It cannot be ruled out that data may also be obtained from other sources, most of which are publicly accessible (e.g. credit reference agencies). However, this data is limited to contact information (e-mail address, telephone number, postal address), whether you are a politically exposed person, your position in the company, your professional career, if you have not disclosed this data.

Data category	Purpose / Legal basis	Source	Publicly accessible
Contact data	Fulfillment of a (pre-) contractual obligation pursuant to Art. 6 para. 1 lit. c GDPR	Central register of individuals	Yes
Political activities	Fulfillment of a legal obligation pursuant to Art. 6 para. 1 lit c GDPR: Combating money laundering and terrorism	Database on politically exposed persons	Yes
Information on financial circumstances	Fulfillment of a legal obligation pursuant to Art. 6 para. 1 lit. c GDPR: Combating money laundering and terrorism	Register of beneficial owners	Yes
Information about any previous convictions	Fulfillment of a legal obligation pursuant to Art. 6 para. 1 lit. c GDPR: Combating money laundering and terrorism	Criminal records	No
Data related to real estate	Fulfillment of a (pre-) contractual obligation pursuant to Art. 6 para. 1 lit. b GDPR	Land register	Yes

If you are an applicant, the processing of information from publicly available sources is also possible (e.g. educational background). The processing is based on our legitimate interest in further communication regarding the application process, depending on the specific relationship (Art. 6 para. 1 lit. f GDPR).

5. Storage Period

Your data will only be stored for as long as is necessary for the purpose on which the processing is based:

- Contracts and other documents and related correspondence: seven years due to tax law obligations pursuant to sec. 132 of the Austrian Federal Fiscal Code (BAO) and sec. 212 of the Austrian Commercial Code (UGB).
- Files from mandates and documentation in connection with the obligation to check for the prevention of money laundering and terrorist financing: Five years after termination of the mandate in accordance with sec. 12 of the Austrian Attorneys' Code (RAO); in individual cases, in particular for the assertion and defense of legal claims: Up to 30 years after termination of the mandate.
- Searches in the register of persons in the land register: At least three years pursuant to sec. 42 para. 3 of the Guidelines for the Professional Practice of Lawyers (RL-BA).

6. Your Rights

As a data subject, you have the following rights:

- Right of access (Art. 15 GDPR)
- Right to rectification (Art. 16 GDPR)
- Right to erasure (Art. 17 GDPR)
- Right to restriction of processing (Art. 18 GDPR)
- Right to object if the data processing is based on the legitimate interest of the controller (Art. 21 GDPR)
- Right to data portability (Art. 20 GDPR)

If you are of the opinion that the data processing is unlawful and violates applicable data protection rights, you have the right to lodge a complaint with the competent data protection authority. The competence of the authority depends on your place of residence or work.

Data protection authority responsible for Austria:

Österreichische Datenschutzbehörde (DSB)
Barichgasse 40-42
A-1030 Vienna
Phone: +43 1 52 152-0
E-Mail: dsb@dsb.gv.at