

## Privacy Policy

Pursuant to the General Data Protection Regulation (Regulation (EU) 2016/679 of 27 April 2016) and the Danish Data Protection Act (Act no. 502 of 23 May 2018) (Databeskyttelsesforordningen og Databeskyttelsesloven), we are required to provide certain information regarding our collection and processing of personal data.

### 1. Data Controller and Contact Information

Hjorthlaw Advokatfirma, CVR no. 44129809 (the "Law Firm"), is the data controller for the personal data we have received about you.

You may contact the Law Firm if you wish to exercise your rights as described in section 8, submit a complaint regarding the processing of your personal data, or if you have any questions regarding this privacy policy.

Contact details:

#### **Hjorthlaw Advokatfirma**

Vestre Teglgade 8C, 4th floor, left

DK-2450 Copenhagen SV

E-mail: [hh@hjorthlaw.dk](mailto:hh@hjorthlaw.dk)

Phone: +45 21 44 84 34

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### 2. Categories of Personal Data

The Law Firm processes general personal data, identification data including CPR numbers (Danish civil registration numbers), data concerning criminal offences, and sensitive personal data, depending on the nature of the assignment and the case.

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Hjorthlaw Advokatfirma

Vestre Teglgade 8C, 4. tv, 2450 København SV



[www.hjorthlaw.dk](http://www.hjorthlaw.dk)



CVR: 44129809



[HH@hjorthlaw.dk](mailto:HH@hjorthlaw.dk)



21 44 84 34

### **3. Sources of Personal Data**

We collect personal data directly from you or from third parties, who will typically be our clients or public authorities. We also collect personal data from other third parties, such as opposing parties in legal proceedings or cooperation partners, as well as from public databases and registers, including the Danish Central Business Register (CVR).

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## **4. Purpose and Legal Basis for Processing**

### **A. Legal Services**

Personal data is collected and processed as part of the performance of the agreed assignment, including the provision of legal advice and/or the handling of complaints and court proceedings.

The legal basis for our processing is Article 6(1)(a), (b) and (c), and Article 9(2)(f) of the General Data Protection Regulation (GDPR) (Databeskyttelsesforordningen). When processing data concerning criminal offences, the legal basis is Article 10 of the GDPR and section 8 of the Danish Data Protection Act (Databeskyttelsesloven § 8). CPR numbers are processed under section 11(2) of the Danish Data Protection Act (Databeskyttelsesloven § 11, stk. 2).

### **B. Newsletters and Courses**

We collect data, for example, in order to register you for courses or newsletters, to organise events, or to send you brochures, invitations, and other information about our services and firm.

If you register for one of our courses, we will process your personal data in that connection. We may process your name, job title, company, e-mail address, phone number, and address, to the extent you have provided such information. The legal basis for processing is Article 6(1)(b) of the GDPR (Databeskyttelsesforordningen).

If we intend to process your data for any other purpose (e.g. marketing), we will inform you in advance and will generally request your consent for such processing, in accordance with Article 6(1)(a) of the GDPR. You may withdraw your consent at any time.

If you subscribe to our newsletter by e-mail, we will process your name, e-mail address, and company, to the extent you have provided such information. The legal basis for this is your consent, pursuant to Article 6(1)(a) of the GDPR.

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## **5. Recipients of Personal Data**

Personal data will only be disclosed to third parties, including courts, public authorities, and opposing parties in legal proceedings, to the extent necessary for the handling of the case and where there is a legal basis for such disclosure.

In addition, data may be transferred to IT providers, external accountants, etc., with whom we have concluded data processing agreements (Databehandleraftaler).

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## 6. Retention Period

We retain personal data for as long as there is a legitimate purpose.

Once a case is concluded, we retain your personal data for up to 10 years. After that, the data is permanently deleted, unless there are specific circumstances requiring longer retention.

In accordance with the ethical rules for lawyers (De advokatetiske regler), we are required in all matters to assess potential conflicts of interest. Therefore, we do not delete data that is necessary to perform such assessments.

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## 7. Right to Withdraw Consent

If our processing is based on your consent, you may withdraw your consent at any time by contacting us.

Withdrawal of consent does not affect the lawfulness of the processing based on consent before its withdrawal.

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## 8. Your Rights

Under the General Data Protection Regulation (Databeskyttelsesforordningen), you have the following rights in relation to our processing of your personal data:

1. **Right of access** – You have the right to access the data we process about you, as well as additional information.
2. **Right to rectification** – You have the right to have inaccurate information about you corrected.
3. **Right to erasure** – In certain circumstances, you have the right to have your personal data deleted before our general retention period expires.
4. **Right to restriction of processing** – In certain circumstances, you have the right to restrict the processing of your data. If you are entitled to restriction, we may only process the data – apart from storage – with your consent or for the establishment, exercise or defence of legal claims, or to protect another person or important public interests.
5. **Right to object** – In certain circumstances, you have the right to object to otherwise lawful processing of your personal data.
6. **Right to data portability** – In certain circumstances, you have the right to receive your data in a structured, commonly used, and machine-readable format and to have it transferred from one controller to another without hindrance.

If you wish to exercise your rights, you must contact us.

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## 9. Complaint to the Danish Data Protection Agency

You have the right to lodge a complaint with the **Danish Data Protection Agency** (Datatilsynet) if you are dissatisfied with the way we process your personal data. You can find the Agency's contact information at [www.datatilsynet.dk](http://www.datatilsynet.dk).

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