

Data protection statement for the mandate

- 1 We process personal data (i.e. data that directly or indirectly identifies natural persons) that you or third parties provide to us as part of our contractual relationship. The same applies to data that we collect ourselves. PYXIS LAW, Attorneys-at-law, 16, rue de Hesse, P.O.Box 1970, 1211 Geneva 1 (hereinafter "PYXIS LAW"), is responsible for processing personal data in accordance with this declaration.
- 2 Certain personal data is provided to us by you (or other data subjects) when you (or they) contact us by e-mail, telephone or other means of communication to request our services. This may include the name, contact details or information about the data subject's role within the company, the organisation for which you (or the respective contact persons) work, or on whose behalf you (or they) contact us. In the course of carrying out the mandate, we also process personal data that we collect from our correspondence with clients or third parties (in particular opposing parties, authorities, courts, their respective employees or other contact persons). This may include names, contact details, dates of birth, information on employment relationships, curriculum vitae, income, financial situation, family situation, nationality, residence status, criminal record, social security benefits or health information. We also collect certain personal data ourselves, e.g. from public registers or websites.
- 3 As far as the purpose of processing personal data is concerned, we use it primarily to provide, document and invoice our legal services.
- 4 Finally, we occasionally process the contact data of customers, their employees or other persons for marketing purposes (using any means of communication such as e-mail, social media or post) in order to provide information about publications, events or legal services that may be of interest to them, or to send them greetings cards.
- 5 In order to achieve these objectives, it may be necessary for us to transmit personal data to the following categories of recipients: external service providers, customers, opposing parties and their legal representatives, business partners with whom we may coordinate legal services, legal protection insurances and the authorities and courts.
- 6 We process personal data relating to our sphere of responsibility in Switzerland and in the EU/EEA. We may also transfer this data to recipients (in particular customers, opposing parties or the authorities) who in turn process personal data in other countries, even if these countries do not guarantee a level of protection comparable to Swiss law. In the latter case, we will only do so on the basis of consent or standard contractual clauses, or if the transfer of data is essential for the performance of a contract or to assert legal claims.
- 7 We retain personal data for as long as is necessary for the performance of the mandate, but in any event for the statutory retention or documentation period, or for as long as there is an overriding private or public interest. We take appropriate and proportionate measures to protect personal data against loss, unauthorised modification or unlawful access by third parties. If you provide us with personal data via a third party (e.g. your employees or other contact persons), it is your responsibility to inform them in full of the data processing carried out by our law firm and other legal or external service providers (e.g. in a data protection declaration for your employees).

- 8 We would like to draw your attention to the fact that, in order to carry out the mandate, we use external IT service providers who have their servers in Switzerland. In such cases, we use certain IT services or means of communication that may be associated with data security risks (e.g. e-mail and video conferencing). If you would like us to take special security measures, please let us know.
- 9 The aforementioned purposes are based on a legitimate interest in the processing of personal data. Some processing is also necessary for us to fulfil our contractual obligations towards you. The same applies to the legal obligations to which we are subject, e.g. our obligation to retain documents.
- 10 In particular, data subjects have the right to obtain information on the personal data stored about them, to find out what it is used for, to rectify it, to delete it, to limit its processing, to object to it being processed and to have recourse to a supervisory authority. The same individuals also have the right to the transfer or portability of their data. Please note, however, that these rights are subject to conditions and exceptions. To the extent permitted or required by law, certain requests may be refused. For example, we may or may have to retain personal data or continue to process it in another way for legal reasons, despite a request to delete or restrict data processing. The professional secrecy of the lawyer is in any case reserved and may, depending on the circumstances, which we alone are responsible for assessing, limit the above-mentioned rights in whole or in part.
- 11 No formal consent is required from the customer, his employees or other contact persons for this declaration. This declaration only provides information on the nature, scope and purpose of the data processed by PYXIS LAW. PYXIS LAW reserves the right to unilaterally modify the content of this declaration at any time and without prior notice. We therefore recommend that you regularly consult our data protection declaration, which can be viewed on our website www.pyxislaw.ch.
- 12 This statement is issued in English, in German and in French. The French version shall prevail, in case of linguistic discrepancy or doubts.
- 13 If you, your employees or other contact persons have any questions or wish to assert your or their data protection rights, please contact us at info@pyxislaw.ch or write to us at PYXIS LAW, Avocats au barreau, 16, rue de Hesse, CP 1970, 1211 Geneva 1.

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