

PRIVACY STATEMENT

We take data protection very seriously and inform you herein how we collect your data when visiting our website www.zschunke.com, how we process your data and what claims and rights you are entitled to under the applicable data protection regulations, and in particular the EU General Data Protection Regulation.

1. Name and address of the Controller

Controller (hereinafter: “we”) for the purpose of the General Data Protection Regulation (Art. 4 (7) GDPR), the French Data Protection Act and other provisions related to data protection is:

ZSCHUNKE Avocats / Rechtsanwälte / Avvocati
97, boulevard Malesherbes
F-75008 PARIS, France
Email: uzp@zschunke.com
Tel: +33 (0) 1 42 25 12 00

Contact details of our Data Protection Officer: Dirk Meißner (uzp@zschunke.com)

2. Collection of general data and log files

a) Your visit on our website

We collect a series of general data and information, when you or an automated system call up the website www.zschunke.com. This general data is temporarily stored in the log files of the server.

We may collect:

- Your IP address,
- the date and time of access to the website,
- the name and URL visited,
- the website from which an accessing system reaches our website,
- the browser types, versions and languages used.

This information is needed to deliver the content of our website correctly, optimize the content of our website, ensure the long-term viability of our information technology systems and the technology of our website, and provide the law enforcement authorities with the information necessary for criminal prosecution in case of a cyber-attack. The anonymous data of the server log files are stored separately from all personal data provided by a data subject.

According to Art. 6(1) lit. f GDPR the processing of this data is necessary for the above-mentioned purposes and therefore of the legitimate interests pursued by the controller. We delete the data as long as it is no longer necessary for the fulfilment of the above mentioned purposes.

b) Application form (<http://www.zschunke.com/en/recruitment/>)

On our website we offer a contact form for applicants in order to get in touch with us. If you use these forms, the information that you enter into the online mask of the contact form will be transmitted to us and we will save this information. The data asked for in the contact form for applicants is: name, surname, location preference, nature of application (trainee or lawyer) and a valid e-mail address. Without these mandatory information, we won't be able to process your application.

The legal basis for the storage of this information is Art. 6(1) lit. a GDPR, i.e. you have given your consent to the processing of your personal data for this specific purpose. Your personal data will be deleted after the application process unless your candidature is accepted. In this case, your data is transferred to the authorised personal of our firm and its service providers for the sole purpose of processing your application and preparing

the necessary documents for your activity in our law firm. Your data will be stored during your activity in our law firm increased by the time limits provided by the applicable mandatory legal rules.

We would like to emphasise and inform all users that messages send to us via our online contact form for application are – similar to the use of e-mails – unencrypted.

c) Contact with our firm via e-mail

Alternatively, you can contact us by using the e-mail addresses indicated on our website. If you send us an e-mail we will save all personal data that is included in the e-mail send to us (e-mail address, name, phone number etc.).

The legal basis for the storage of this information is Art. 6(1) lit. a GDPR, i.e. you have given your consent to the processing of your personal data. Your personal data will be deleted after having given a feedback or response to your query, unless your wish our assistance in a specific matter or having your personal data in our contact database. In this case, your data is transferred to the authorised personnel of our firm.

Your data will be stored as long as needed for the aforementioned purposes increased by the time limits provided by the applicable mandatory legal rules.

We would like to emphasise and inform all users that messages send to us via the use of e-mails are unencrypted.

3. Transmission of personal data

We will transmit data send to us to the authorised personal of our firm, and if necessary for the purpose of the data collection, to our service providers.

4. Your rights

When your personal data is processed, the GDPR provides you with special rights. You have the right to be **informed** about the data that we hold on you, the right to have your data **rectified** if it is inaccurate, the right to **erasure**, the right to have your data **restricted or blocked** from processing, the right of **data portability** and the right to **object** to processing of your personal data (Art. 15 – 21 GDPR), as well as a right to **revoke your consent** at any time (Art. 7 GDPR), a right to **give instructions for your post-mortem data** (French data protection act) and a right of **complaint to the competent data protection regulator** (Art. 77 GDPR).

5. Right to object

If you wish to make use of your rights or have questions with regard to your personal data or our data protection policy, please feel free to contact us via phone (+33 1 42 25 12 00, e-mail (uzp@zschunke.com) or mail (97, boulevard Malesherbes, 75008 Paris, France).

6. Use of Cookies

Our website uses temporary and permanent cookies. Cookies are text files that are stored in a computer system via an Internet browser if you visit our website. Through the use of cookies we provide users of this website with more user-friendly services. By means of a cookie, the information and offers on our website can be optimized. Cookies allow us to recognize our website users. The purpose of this recognition is to make it easier for users to utilize our website. The website user that uses cookies, e.g. does not have to enter access data each time the website is accessed, because this is taken over by the website, and the cookie is thus stored on the user's computer system. We moreover use cookies to help us to analyse the use and performance of our website and services. Because of this, we ask users to accept our cookie policy when first accessing our website.

These purposes serve as legitimate purposes pursuant to Art. 6 Abs. (1) lit. f GDPR.

You may, at any time, prevent the setting of cookies through our website by means of a corresponding setting of your internet browser. Thus, you may also permanently deny the setting of cookies. Furthermore, already set cookies may be deleted at any time via your internet browser or other software programs. However, if you deactivate the setting of cookies in your Internet browser, you may not be able to use all functions of our website.

Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:

- Internet Explorer: <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies>
- Safari: <https://support.apple.com/kb/PH21411>
- Chrome: <https://support.google.com/chrome/answer/95647?hl=en>
- C

Additional information with regard to cookies you can find in the information provided with regard to our use of Google Analytics (7).

7. Google Analytics

Our website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyse how users use the site. The information generated by the cookie about your use of the website will be transmitted to and stored by Google on servers in the United States.

In case IP-anonymisation is activated on this website, your IP address will be truncated within the area of Member States of the European Union or other parties to the Agreement on the European Economic Area. Only in exceptional cases the whole IP address will be first transferred to a Google server in the USA and truncated there. Google will use this information on behalf of the operator of this website for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing them other services relating to website activity and internet usage. The IP-address that your Browser conveys within the scope of Google Analytics, will not be associated with any other data held by Google.

You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. You can also opt-out from being tracked by Google Analytics with effect for the future by downloading and installing Google Analytics Opt-out Browser Addon for your current web browser: <http://tools.google.com/dlpage/gaoptout?hl=en>.

8. Social media Plug-ins

We use social plugins ("plugins") on our website provided by social networks (Facebook, Twitter, Google +, etc.) on the basis of our legitimate interests in order to give greater publicity to our law firm (marketing measures) via our website as defined in Art. 6(1)(f) GDPR). The plugins are identified with the companies' logo.

If you open a page of our website in your web browser containing such a plugin, your web browser will create a direct connection to the servers of the respective provider in the country concerned. By incorporating the plugins the provider is given at the least the information that you have visited a certain page on our website, and perhaps also other information that your web browser or the device you use also discloses. The content of the plugin is loaded by your web browser directly from the provider and incorporated into our website. If you are registered and have logged in with the provider concerned, your visit can also be assigned to your user account.

If you interact with a plugin, your browser will also transmit this information directly to the provider where it will be saved and, if applicable, continue to be used and published.

We have no influence on the scope of the data that the social networks record using these plugins and we therefore inform users based on the knowledge we have.

You can find details on this and on your rights and on ways in which you can prevent the collection and use of your data in order to protect your private sphere directly in the data privacy policy of the respective provider.

- Facebook: <https://www.facebook.com/about/privacy/>
- Twitter: <https://support.twitter.com/privacy/>
- Google +: <http://www.google.com/intl/fr/policies/privacy/>

If you do not wish a provider to collect data on you through our website you must deactivate the plugins in your web browser. If you wish to avoid a link to any existing user account, you must log out before your visit to our website. By visiting our website, you declare your consent to the above provisions.

9. Data Security

We use appropriate technical and organizational security measures to protect your personal data stored by us against manipulation, partial or complete loss and against unauthorized access by third parties. Our security measures are continuously improved in line with technological developments.

10. Update of the privacy declaration

This notice is updated May 2018 and may be changed from time to time.

Please check our website regularly for the latest version of our privacy declaration that is available on [http://www.zschunke.com/en/privacy declaration/](http://www.zschunke.com/en/privacy%20declaration/).