

# PRIVACY NOTICE

Your integrity is important to us at Next Law KB ("Next Law", "we", "our" or "us") and we are anxious to be transparent with which personal data we process about you and why. With this privacy notice we therefore inform you how we process your personal data. This privacy notice also describes the rights you have and how you can exercise them.

This privacy policy regards client, counterparties, and other external parties whose personal data we process within the scope of our practice of law, The main purpose with this privacy notice is to provide information to data subjects in accordance with applicable data protection legislation.

If you have any questions regarding privacy, data protection or personal data, please send an email to [personuppgifter@nextlaw.se](mailto:personuppgifter@nextlaw.se).

## 1. About our processing of personal data

### 1.1. What is personal data?

Personal data is any information that directly or indirectly can identify a natural person, such as name, address, phone number, email address etcetera.

### 1.2. Which personal data do we process?

We collect and process personal data in primarily the following categories:

- i) *Clients and contact persons to clients.* The personal data includes name, title, position, employer, personal number, phone number, address, email address, and other contact information, occasionally photos, name of the matter, financial information, invoicing information, information of whether the client or relative to the client or related person is a PEP (Politically Exposed Person).
- ii) *Counterparties.* If the counterparty is an authority, a company or an organization, the personal data will be the contact information of representatives for the authority, the company or the organization. If the counterparty is a natural person, the personal data will be name, employer, personal number, contact information and the name of the matter.
- iii) *Other.* These personal data refers to persons having contact with Next Advokater as representatives or contact person for a potential future client or supplier, or otherwise wish to get in contact with us without being a client, e.g. by participating in a class or other event arranged by us.

### 1.3. How do we collect personal data?

The main part of the data we process are data that you or your employer provide us with. We also process data which has been provided to us by a counterparty or a counterparty's legal representative or other person in the matters we perform. We may also collect data from authorities and other public registers.

### 1.4. Purpose and lawful processing

We process your personal data to control the risk of any conflict of interest and (if required) money laundering, to perform and administer matters, to best serve yours or our client's interest and for accounting and invoicing purposes. We may also process your personal data for other legitimate purposes such as marketing, recruiting or risk assessment.

The lawful purposes for processing of your personal data are as follows:

- (i) Consent,
- (ii) To perform a contract with you or in order to take steps at your request prior to entering into a contract,
- (iii) For compliance with a legal obligation to which we are subject, such as the obligatory control of the risk of any conflict and, if required, money laundering, or
- (iv) To fulfil a legitimate interest where we consider that the legitimate interest outweighs the data subject's interest of rights and freedoms, such as marketing of our services.

Next Law never process your personal data for automated decision-making.

### 1.5. To whom do we transfer or share your personal data?

Most of the personal data we process is largely covered by confidentiality and we will not transfer or share your personal data other than if:

- (i) You have specifically consented to it,
- (ii) It is necessary within the scope of an assignment to protect you or our clients rights,
- (iii) It is necessary to comply with a legal obligation to which we are subject or to comply with a decision by a public authority or court order, or
- (iv) It is necessary to protect our legal rights.

We will also transfer your personal data to our suppliers of services such as IT-suppliers who process personal data on our behalf in accordance with data processing agreement.

We will not transfer your personal data outside of EU/EES unless it is necessary within the scope of an assignment.

### 1.6. How long do we store your personal data?

The personal data we process within the scope of our assignments is stored for ten years from the day the assignment is completed, or the longer period required by the nature of the assignment. We may also store names, personal number (or similar number) and name of the matter for physical individuals who are clients or counterparties to enable sufficient conflict controls in accordance with our Code of Conduct.

Personal data that are processed in order to market Next Law's business will be stored for a period of twelve months from the last contact with you. If you deregister from newsletters or similar, your personal data will be erased.

Personal data about job applicants will be stored during the recruitment process and will be erased thereafter unless you consent to our storage of your personal data for a longer period.

## 2. Security

We care about your personal data and that it is not revealed to unauthorized persons and work continuously with the security of the processing of personal data. We have implemented appropriate technical and organizational measures to protect your personal data against inter alia loss or unauthorized access.

The suppliers we engage have committed to implement equivalent security measures.

### 3. Your rights

Below follows a description of the rights you have regarding our processing of your personal data. Please be aware that your rights are not absolute and a request to exercise your rights does not always result in an action from us to your satisfaction. Our Code of Conduct to uphold the duty of confidentiality and duty of discretion may in certain does not always result in an action to your satisfaction. Furthermore, the requirement laid upon us by our Code of Conduct may prevent us from erasing or restricting the processing of personal data.

Right to information: You have the right to receive information of our processing of your personal information. Such information appears in this privacy notice.

Right to rectification: You have the right to obtain rectification of inaccurate personal data and have incomplete personal data

completed. If we notice that a personal data is inaccurate or incomplete, we will rectify or complete such personal data.

Right to erasure: You have the right to have your personal data erased. This right is somewhat limited as we often process personal data based on mandatory rules.

Right to restriction of processing: You have the right to restrict our processing of your personal data. You may always unregister if your personal data is processed for direct marketing.

Right to data portability: You have the right to receive your personal data in a structured, commonly used and machine-readable format and to have this information transmitted to another controller.

#### **4. Complaints**

If you are dissatisfied with our processing of your personal data, you can lodge a complaint to the Swedish Authority for Privacy Protection ([www.imy.se/en/](http://www.imy.se/en/)). Du may also refer your complaint to the supervisory authority in the country you live or work.

#### **5. Contact**

If you have any questions about our processing of your personal data, please contact us at [personuppgifter@nextlaw.se](mailto:personuppgifter@nextlaw.se).