

Data Privacy Policy

Advokatfirman MarLaw AB ('MarLaw') is the data controller for the personal data processed in accordance with this Data Privacy Policy ('Privacy Policy'). This Privacy Policy describes how MarLaw processes your personal data in accordance with the EU General Data Protection Regulation (EU 2016/679) ("GDPR"). Questions regarding the processing of personal data are referred to mail@marlaw.se.

1. WHAT PERSONAL DATA DOES MARLAW PROCESS AND WHY?

Personal data refers to any information relating to an identified or identifiable natural person, which can range from contact details to financial data, provided that they can be linked to a natural person. Processing of personal data refers to an operation or a combination of measures relating to personal data, such as collection, storage or transfer.

MarLaw processes personal data for the following main purposes:

- Enter into, fulfill and administer client assignments and requests
- General communication
- Comply with laws and government decisions
- Marketing
- Administration of events and seminars
- Administration of applications for employment and internship
- Business development and market analysis

In the following tables, you will find more information about our personal data processing, including for what specific purposes your personal data is processed, which categories of personal data MarLaw processes, on what legal basis MarLaw supports the processing and the duration which MarLaw retains this personal data.

1.1. ENTER INTO, FULFILL AND ADMINISTER CLIENT ASSIGNMENTS AND ENQUIRIES

Personal data		
<ul style="list-style-type: none">▪ Identity information - such as name and social security number▪ Contact information - such as address and telephone number▪ Financial details - such as bank account and payment information▪ Work-related tasks - such as job title and workplace▪ Special categories of personal data as well as privacy-sensitive personal data - such as trade union membership▪ Other information that you provide to us in connection with client assignments		
Purpose	Legal basis	Retention period
Conducting conflict of interest and (where applicable), money laundering and checks on client requests.	The processing is necessary to comply with a legal obligation according to article 6.1 (c) GDPR.	Ten (10) years from the date of completion of the assignment, or a longer period of time if required by the nature of the assignment.

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Fulfill client assignments and associated administrative work.	The processing is necessary for the fulfillment of a contract according to article 6.1 (b) GDPR.	Ten (10) years from the date of completion of the assignment, or a longer period of time if required by the nature of the assignment.
Maintaining contact with interested parties, such as clients, courts, arbitration institutions, authorities, counterparties, agents and partners within the framework of client assignments.	The processing is necessary for the fulfillment of a contract according to article 6.1 (b) GDPR.	Ten (10) years from the date of completion of the assignment, or a longer period of time if required by the nature of the assignment.

1.2. GENERAL COMMUNICATION

Personal data		
<ul style="list-style-type: none"> ▪ Identity information - such as name and social security number ▪ Contact information - such as address and telephone number ▪ Work-related tasks - such as job title and workplace ▪ Other information which you provide to us through your interaction with us 		
Purpose	Legal basis	Retention period
Manage inquiries and other communications via email, phone, website or social media that do not originate from clients.	<p>MarLaw's legitimate interest in administering requests, the relationship with you or the organization you represent in accordance with article 6.1 (f) GDPR.</p> <p>After careful consideration, MarLaw makes the assessment that our legitimate interest of processing your personal data for these purposes outweighs your interest of us not processing your personal data.</p> <p>Furthermore, we deem that the processing in question is necessary in order to fulfil the purpose behind the processing.</p>	<p>The data is deleted as soon as MarLaw has dealt with the matter to which the communication relates, unless there is another legitimate interest in preserving the data.</p> <p>In that case, the data is saved no more than one (1) year after the last contact with MarLaw.</p>
Communication with suppliers and partners regarding MarLaw's own operations.	The processing is necessary for the performance of a contract according to article 6.1 (b) GDPR.	Data related to an agreement is saved for as long as the agreement is valid.

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	<p>MarLaw also has a legitimate interest in being able to conduct and develop its business in accordance with article 6.1 (f) GDPR.</p> <p>After careful consideration, MarLaw makes the assessment that our legitimate interest of processing your personal data for these purposes outweighs your interest of us not processing your personal data.</p> <p>Furthermore, we deem that the processing in question is necessary in order to fulfil the purpose behind the processing.</p>	<p>In other cases, the data is deleted as soon as MarLaw has dealt with the issue to which the communication relates, unless there is another legitimate interest in preserving the data.</p> <p>In that case, the data is saved no more than one (1) year after the last contact with MarLaw.</p>
Other communication such as contact with the media.	<p>MarLaw's legitimate interest in communicating about its business in accordance with article 6.1 (f) GDPR.</p> <p>After careful consideration, MarLaw makes the assessment that our legitimate interest of processing your personal data for these purposes outweighs your interest of us not processing your personal data.</p> <p>Furthermore, we deem that the processing in question is necessary in order to fulfil the purpose behind the processing.</p>	<p>The data is deleted as soon as MarLaw has dealt with the issue to which the communication relates unless there is a legitimate interest in preserving data.</p> <p>In that case, the data is saved no more than one (1) year after the last contact with MarLaw.</p>

1.3. COMPLY WITH LAWS AND GOVERNMENT DECISIONS

<p>Personal data</p> <ul style="list-style-type: none"> ▪ Identity information - such as name and social security number ▪ Contact information - such as address and telephone number ▪ Financial details - such as bank account and payment information ▪ Work-related tasks - such as job title and workplace ▪ Special categories of personal data as well as privacy-sensitive personal data – such as data on breaches of the law
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Purpose	Legal basis	Duration of storage
Archiving of documents collected in connection with client assignments.	The processing is necessary to fulfill a legal obligation according to article 6.1 (c) GDPR.	Ten (10) years from the date of completion of the assignment, or a longer period of time if required by the nature of the assignment.
Archiving of accounting documents in accordance with the Accounting Act (1999:1078).	The processing is necessary to fulfill a legal obligation according to article 6.1 (c) GDPR.	Seven (7) years from the end of the calendar year in which the fiscal year ended.
Report information to authorities according to legal obligation, such as the Swedish Tax Agency and law enforcement authorities.	The processing is necessary to fulfill a legal obligation according to article 6.1 (c) GDPR.	Ten (10) years from the date of completion of the assignment, or a longer period of time if required by the nature of the assignment.

1.4. MARKETING

Personal data		
<ul style="list-style-type: none"> ▪ Identity information - such as name and social security number ▪ Contact information - such as address and telephone number ▪ Work-related tasks - such as job title and workplace 		
Purpose	Legal basis	Duration of storage
Sending out information and invitations about events and seminars and other information about MarLaw via e-mail and SMS.	<p>MarLaw's legitimate interest in marketing its services in accordance with article 6.1 (f) GDPR.</p> <p>After careful consideration, MarLaw makes the assessment that our legitimate interest of processing your personal data for these purposes outweighs your interest of us not processing your personal data.</p> <p>Furthermore, we deem that the processing in question is necessary in order to fulfil the purpose behind the processing.</p>	One (1) year after you have signed up for mailings or otherwise demonstrated your interest in receiving mailings from MarLaw.

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<p>Marketing via social media such as Facebook, Instagram and LinkedIn.</p>	<p>MarLaw's legitimate interest in marketing its services in accordance with article 6.1 (f) GDPR.</p> <p>After careful consideration, MarLaw makes the assessment that our legitimate interest of processing your personal data for these purposes outweighs your interest of us not processing your personal data.</p> <p>Furthermore, we deem that the processing in question is necessary in order to fulfil the purpose behind the processing.</p>	<p>One (1) year after your last contact with MarLaw.</p>
<p>Marketing via MarLaw's website and through partners.</p>	<p>MarLaw's legitimate interest in marketing its services in accordance with article 6.1 (f) GDPR.</p> <p>After careful consideration, MarLaw makes the assessment that our legitimate interest of processing your personal data for these purposes outweighs your interest of us not processing your personal data.</p> <p>Furthermore, we deem that the processing in question is necessary in order to fulfil the purpose behind the processing.</p>	<p>One (1) year after your last contact with MarLaw.</p>

1.5. ADMINISTRATION OF EVENTS AND SEMINARS

<p style="text-align: center;">Personal data</p>		
<ul style="list-style-type: none"> ▪ Identity information - such as name and social security number ▪ Contact information - such as address and telephone number ▪ Work-related tasks - such as job title and workplace ▪ Other information you provide to us in connection with events and seminars 		
<p style="text-align: center;">Purpose</p>	<p style="text-align: center;">Legal basis</p>	<p style="text-align: center;">Duration of storage</p>
<p>Communication with relevant participants for events and seminars.</p>	<p>The processing is necessary for the fulfillment of a contract</p>	<p>One (1) year from the date of the event or seminar was held.</p>

	according to article 6.1 (b) GDPR.	
Follow-up of events and seminars.	<p>MarLaw's legitimate interest in developing and improving its operations in accordance with article 6.1 (f) GDPR.</p> <p>After careful consideration, MarLaw makes the assessment that our legitimate interest of processing your personal data for these purposes outweighs your interest of us not processing your personal data.</p> <p>Furthermore, we deem that the processing in question is necessary in order to fulfil the purpose behind the processing.</p>	One (1) year from the date of the event or seminar was held.

1.6. ADMINISTRATION OF APPLICATIONS FOR EMPLOYMENT AND INTERNSHIP

Personal data		
<ul style="list-style-type: none"> ▪ Identity information - such as name and social security number ▪ Contact information - such as address and telephone number ▪ Professional information - such as grades and qualifications ▪ Other information that you provide to us in connection with your application 		
Purpose	Legal basis	Duration of storage
Review of incoming employment applications.	<p>MarLaw's legitimate interest in administering and processing your employment application in accordance with article 6.1 (f) GDPR.</p> <p>After careful consideration, MarLaw makes the assessment that our legitimate interest of processing your personal data for these purposes outweighs your interest of us not processing your personal data.</p> <p>Furthermore, we deem that the processing in question is necessary in order to fulfil the</p>	Three (3) months from the date of receipt of the application, thereafter the data is archived.

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	<p>purpose behind the processing.</p> <p>The processing is necessary to fulfill a legal obligation according to article 6.1 (C) GDPR.</p>	<p>Archived data is then stored for two (2) years after completion of recruitment to meet the requirements of the Discrimination Act (2008:567).</p>
<p>Review of incoming internship applications.</p>	<p>MarLaw's legitimate interest in administering and processing your internship application in accordance with article 6.1 (f) GDPR.</p> <p>After careful consideration, MarLaw makes the assessment that our legitimate interest of processing your personal data for these purposes outweighs your interest of us not processing your personal data.</p> <p>Furthermore, we deem that the processing in question is necessary in order to fulfil the purpose behind the processing.</p> <p>The processing is necessary to fulfill a legal obligation.</p>	<p>Six (6) months from the date of receipt of the application, thereafter the data is archived.</p> <p>Archived data is then stored for two (2) years after completion of recruitment to meet the requirements of the Discrimination Act (2008:567).</p>
<p>Communication with applicants and any references.</p>	<p>MarLaw's legitimate interest in administering and processing your application in accordance with article 6.1 (f) GDPR.</p> <p>After careful consideration, MarLaw makes the assessment that our legitimate interest of processing your personal data for these purposes outweighs your interest of us not processing your personal data.</p>	<p>Three (3) months from the date of receipt of the application, thereafter the data is archived.</p> <p>Archived data is then stored for two (2) years after completion of recruitment to meet the requirements of the Discrimination Act (2008:567).</p>

	Furthermore, we deem that the processing in question is necessary in order to fulfil the purpose behind the processing.	
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1.7. BUSINESS DEVELOPMENT AND MARKET ANALYSIS

Personal data		
<ul style="list-style-type: none"> ▪ Identity information - such as name and social security number ▪ Contact information - such as address and telephone number ▪ Work-related tasks - such as job title and workplace 		
Purpose	Legal basis	Duration of storage
Analysis of documentation from client assignments, established by routines and static.	<p>MarLaw's legitimate interest in being able to develop and improve its business in accordance with article 6.1 (f) GDPR.</p> <p>After careful consideration, MarLaw makes the assessment that our legitimate interest of processing your personal data for these purposes outweighs your interest of us not processing your personal data.</p> <p>Furthermore, we deem that the processing in question is necessary in order to fulfil the purpose behind the processing.</p>	Ten (10) years from the date of completion of the assignment, or a longer period of time if required by the nature of the assignment only to the extent that the task is related to client assignments.

2. YOUR RIGHTS IN RELATION TO YOUR PERSONAL DATA

If you wish to exercise your rights, please contact us by e-mail mail@marlaw.se or by phone +46 8 23 07 35. Please note that the request in accordance with the rights can only be satisfied in cases where the regulations of the practice of law and applicable law allow the action. This means, above all, that a large amount of information may not be disclosed due to legal confidentiality, which follows from the Procedural Act (1942:749) and the Swedish bar association's Guiding Rules on Legal Ethics. Below are your rights in accordance with GDPR.

Right to be informed

You have the right to be informed about how MarLaw processes your personal data. The information is primarily provided in this Privacy Policy.

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Right of access

You have the right, upon request, to receive confirmation of whether MarLaw processes your personal data or not. In the event that MarLaw processes your personal data, you have the right to receive information about the processing, as well as access to your personal data through a free register extract of what personal data is registered about you and how these are processed. If a request for a registry extract is made repeatedly, MarLaw has the right to charge a reasonable fee for administering the request.

Requests for register extracts can be sent by e-mail to mail@marlaw.se. MarLaw reserves the right to take steps to ensure the identity of the person requesting an extract.

Right to rectification

You have the right, upon request, to have incorrect personal data concerning you corrected without undue delay. You also have the right to have incomplete personal data concerning you completed.

Right to be forgotten

You have the right in some cases to have the personal data MarLaw processes about you deleted without undue delay. This applies if:

- The personal data is no longer necessary for the purposes for which it is collected or otherwise processed;
- you withdraw your consent on which the processing is based and there is no other legal basis for continued processing;
- you object to processing based on MarLaw's legitimate interest and there are no legitimate reasons for continuing with the processing that outweighs your interest;
- the processing takes place for direct marketing and you object to the data being processed;
- the personal data has been processed unlawfully;
- it is required to comply with a legal obligation.

To the extent that it is necessary to continue processing your personal data in order to, for example, fulfill a legal obligation, MarLaw is not obliged to delete your personal data.

Right to restriction of processing

You have the right in some cases to demand that our processing of your personal data be restricted. This applies if:

- you dispute the accuracy of the personal data, you can request a limited processing while we check whether the data is correct;
- the processing is unlawful, and you oppose the erasure of the data and instead request the restriction of the use of the data;
- MarLaw no longer needs the personal data for the purposes of the processing but you do need the personal data for the establishment, exercise or defence of a legal claim; or
- If you have objected to a processing that is based on a balance of interests that we have used as a legal basis for a purpose, you can request a limited personal data processing while we work to assess whether our legitimate interests outweigh your legitimate interest.

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In the event that the processing has been restricted, MarLaw may only process the personal data with the exception of storage, to establish, exercise or defend legal claims, to protect someone else's rights or because you have given your consent. If you have had your treatment restricted, MarLaw will inform you before the restriction of processing ends.

Right to data portability

Under certain conditions, you have the right to receive the personal data you have provided to MarLaw in a structured, commonly used and machine-readable format, and have the right to transfer this personal data to another data controller without impediment from MarLaw. The right to data portability foresees that the processing is automated, that the transfer is technically possible and that the processing is based on consent or that it is necessary for the performance of a contract.

Right to object

You have the right to object at any time to processing based on MarLaw's legitimate interest. Continued processing of your personal data requires MarLaw to show a legitimate reason that outweighs your interest in the processing in question. Otherwise, MarLaw may only process the data for the establishment, exercise or defence of legal claims.

You also have the right to object at any time to processing made for direct marketing, including profiling to the extent that it is related to such direct marketing. If you have objected to processing for direct marketing, we may no longer process your data for such purposes.

Right to withdraw consent

In the event that MarLaw processes your personal data based on your consent, you have the right to withdraw the consent at any time. MarLaw will then cease treatment. To withdraw your consent, you can send an email to mail@marlaw.se.

Right to lodge a complaint

If you have a complaint about MarLaw's processing of personal data, you can turn to the Swedish regulatory authority Integritetsskyddsmyndigheten (IMY) and submit the complaint. The contact details are as follows:

Website: <https://www.imy.se/>

Phone: 08-657 61 00 E-mail: imy@imy.se

Postal address: Box 8114, 104 20 Stockholm

3. FROM WHERE IS YOUR PERSONAL DATA COLLECTED?

MarLaw collects personal information about you from the following sources:

Information that you provide to us: MarLaw collects personal data that you provide to MarLaw in connection with your contact with MarLaw, including in connection with client assignments, general communication, marketing, administration of events and seminars, as well as administration of applications for employment.

Third parties: In some cases, MarLaw may collect personal information about you from third parties in connection with client assignments such as clients, agents, authorities, courts, arbitration institutions and partners.

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Publicly available sources: In some cases, personal data is obtained from publicly available sources, such as the Swedish Companies Registration Office.

4. WHO MAY ACCESS YOUR PERSONAL DATA?

Where applicable, MarLaw may share your personal data with third parties. Your personal data is only shared with trusted third parties, such as authorities and partners, and MarLaw will never sell your personal data to anyone else. Sharing your personal data with third parties is based on the same purpose and legal grounds for which it was collected. Below are the categories of recipients with whom your personal data may be shared.

Counterparties and counterparty agents: In connection with client assignments, personal data may be shared with counterparties and their agents.

Courts, authorities and other public bodies: In connection with client assignments and other matters, MarLaw may need to share necessary information with courts and arbitration institutions. Necessary information may also be shared with other authorities such as the Swedish Tax Agency and the Swedish Financial Supervisory Authority as well as other public bodies.

Suppliers and subcontractors: Within the framework of client assignments, or within the framework of daily operations, personal data may be shared with suppliers and subcontractors who then process personal data on MarLaw's behalf. This may include legal partners, suppliers of IT services, such as for software and data storage, financial service providers, as well as other business consultants, such as advertising agencies.

Social media: When using social media, such as Facebook, Instagram or LinkedIn, your personal data is also collected and processed by these companies. Please refer to each company's privacy policy for more information about their processing of your personal data.

5. WHEN MAY MARLAW TRANSFER YOUR PERSONAL DATA OUTSIDE THE EU/EEA, AND HOW IS IT PROTECTED?

MarLaw always strives to only process your personal data within the EU/EEA. Where applicable, however, MarLaw may share your personal data with an actor in a country outside the EU/EEA, a so-called "third country". In a third country, the GDPR does not apply, which means that you do not have the same rights and protection for your personal data that the GDPR otherwise guarantees. To protect your personal data, the transfer takes place primarily to organizations covered by the EU-US Data Privacy Framework List from the European Commission. For those organizations that are not covered by the EU-US Data Privacy Framework List, the transfer of personal data takes place with appropriate security measures, such as the European Commission's standard contractual clauses in combination with organizational and technical safeguards. You can read more about which organizations are covered by the EU-US Data Privacy Framework List and are considered to have an adequate level of protection here and about the EU-US Data Privacy Framework on the European Commission's website here. You can also read more about the Standard Contractual Clauses here.

MarLaw always intends to carry out a risk assessment before a transfer takes place and takes both technical and organizational safeguards to ensure an appropriate level of protection. MarLaw always strives to transfer as few personal data as possible and, if possible, in anonymized form. For more information on what protective measures are taken in the individual case, please send an email to mail@marlaw.se.

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The following recipients outside the EU/EEA may be considered:

Counterparties, counterparty agents and foreign agents: In connection with client assignments where counterparties and/or counterparty agents who are not established within the EU/EEA or when contacting foreign agents outside the EU/EEA, personal data may be transferred to a third country. Which countries may be considered depends on the circumstances of the individual case, for more information please send an email to mail@marlaw.se.

Courts, arbitration institutes, government agencies and other public bodies: In connection with client assignments including when applying for trademark protection abroad, MarLaw may need to share necessary information with courts, arbitration institutes, government agencies and other public bodies outside the EU/EEA. Which countries may be considered depends on the circumstances of the individual case, for more information please send an email to mail@marlaw.se.

Suppliers and subcontractors: In some cases, your personal data may be shared with suppliers and subcontractors outside the EU/EEA. These may be legal partners that we hire in connection with cross-border client matters or suppliers of IT services as well as financial service providers to conduct MarLaw's business with its registered office or server in a country outside the EU/EEA.

Microsoft Office 365

By using the service, your personal data is processed by the company Microsoft Corporation (One Microsoft Way, Redmond, WA 98052-6399, USA). When Microsoft receives personal data about you, the personal data may be transferred, among other countries, to the United States. You can read more about the processing of personal data here:

<https://privacy.microsoft.com/en-us/privacystatement>

Microsoft Corporation is included in the EU-US Data Privacy Framework List and obtains the certificate required to provide the transfer of personal data from the European Union. Thus, Microsoft follows the necessary guidelines to ensure an adequate level of protection for the personal data of data subjects. You can learn more about Microsoft's certification here:

<https://www.dataprivacyframework.gov/s/participant-search/participant-detail?id=a2zt0000000KzNaAAK&status=Active>

Social media: When you visit or otherwise use MarLaw on social media such as Facebook, Instagram and LinkedIn, your personal data is also collected and processed by these companies. In connection with the receipt of personal data by these companies, the personal data may be transferred to the United States.

Facebook and Instagram:

By using the services, your personal data is processed by the company Meta Platforms Ireland Ltd. (4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Ireland). You can read more about the processing of personal data here:

https://www.facebook.com/privacy/policy/?entry_point=data_policy_redirect&entry=0

Meta Platforms Ireland Ltd. is included in the EU-US Data Privacy Framework List and obtains the certificate required to provide the transfer of personal data from the European Union. Thus, Meta follows the necessary guidelines to ensure an adequate level of protection for the personal data of data subjects. You can learn

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more about Meta's certification here:

<https://www.dataprivacyframework.gov/s/participant-search/participant-detail?id=a2zt0000000GnywAAC&status=Active>

LinkedIn:

By using the service, your personal data is processed by LinkedIn Ireland Unlimited Company (Wilton Plaza, Wilton Place, Dublin 2, Ireland). You can read more about the processing of personal data here:

<https://www.linkedin.com/legal/privacy-policy>

To read more about LinkedIn's transfer to third countries and to take part in the standard contractual clauses, you can read more here:

<https://www.linkedin.com/help/linkedin/answer/62533>

6. HOW DOES MARLAW PROTECT YOUR PERSONAL DATA?

MarLaw takes a number of technical and organizational measures to protect your personal data against loss, misuse, unauthorized access, unauthorized disclosure, alteration or destruction. For more information on what these specific measures are, please send an email to mail@marlaw.se.

MarLaw, in the form of a law firm, is obliged, in addition to the requirements arising from data protection legislation, to comply with the requirements set out in the Swedish Bar Association's guiding rules. Among other things, there are strict requirements regarding confidentiality. For more information, see [the Swedish Bar Association's guidance on professional secrecy](#).

7. SPECIAL CATEGORIES OF PERSONAL DATA AND OTHER PRIVACY-SENSITIVE PERSONAL DATA

Where applicable, MarLaw may also handle so-called special categories of personal data and other privacy-sensitive data. This could be, for example, personal data relating to criminal convictions or other offences, data on health, trade union membership, or data on religious or political beliefs. MarLaw only processes your special categories of personal data or other privacy-sensitive data if it is necessary in the context of client matters or if it is of importance for otherwise offering you MarLaw's services. For example, we may request information about special diets in connection with the implementation of events. The processing only takes place on condition that you have given your explicit consent, to establish, exercise or defend a legal claim or if you have clearly made the data public.

8. UPDATES TO THIS PRIVACY POLICY

We are constantly improving and developing our services and the content of this Privacy Policy may therefore change over time. We encourage you to read this Privacy Policy every time you use our services. If significant changes are made to our services or this Privacy Policy, we may notify you by e-mail or by other appropriate means.

9. AUTOMATED DECISION-MAKING AND PROFILING

MarLaw does not apply any method to automated decision-making, including profiling.

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10. CONTACT INFORMATION TO MARLAW

MarLaw is constantly working to ensure that we comply with all data protection legislation. If you have questions or complaints about our processing of your personal data, or if you wish to enact any of your rights as stated above in section 2, you are welcome to contact us at mail@marlaw.se.

This Privacy Policy is subject to change. Current version was enacted on August 18, 2023