

Clients Data Protection Declaration

The purpose of this data protection declaration is to illustrate how btc.legal sa treats clients' personal data.

Personal data are all those data provided by the clients themselves or by third parties involved, during telephone or email contacts, with which our services are requested and which make it possible to directly or indirectly identify natural persons (such as first name, surname, date of birth, sex, address, contact details, information on work relations or the role these people play within the company or organisation for which they work or on whose behalf we are contacted).

In addition, we collect certain personal data ourselves by collecting them from public registers or on websites.

1. Responsible and contact person

The party responsible for the processing of personal data in accordance with this declaration is btc.legal sa, Via al Mulino 4, CH-6814 Cadempino.

If you have any questions concerning the processing of personal data or any other data protection issues, please contact the following address:

info@btc.legal

2. Personal data processed and purpose of processing

In the context of the mandate contract, we process the following personal data:

- Client and mandate management data: First name, surname and contact details of contact people, function and title, company, sector, possible interrelationships (e.g. partners or close relatives) and other basic information from publicly accessible sources (e.g. Commercial Register), possible person who gave the firm's reference, content of enquiries and mandate, counterparties and their representatives, as well as other information required to examine the existence of potential conflicts of interest.
- Mandate related data: Communications with clients, courts, opposing and third-party lawyers, advisory documents, information transmitted during the mandate, or which is prepared during the mandate by or on behalf of clients, opposing lawyers, courts, authorities, and other participants in the proceedings.
- Service and billing data: Information on services provided and billed, billing data, bill of services, invoices, payments, bank details.

Personal data are processed primarily for the purpose of providing, documenting, invoicing, and improving our legal services. Processing includes processing to comply with legal requirements (e.g. to verify potential conflicts of interest) and to ensure the exercise or defence in court. Clients' personal data are also processed to communicate with them, to respond to their requests and to send them information about the law firm.

3. Transmission of personal data

We do not communicate any personal data to third parties unless this is in connection with the execution of the mandate or is necessary for the purposes described in this data protection declaration. Information may be passed on to courts, authorities, counterparties and their legal representatives, corresponding lawyers, legal protection insurances and other experts within the scope of the execution of the mandate.

In addition, we may pass on personal data to mandated parties, in particular IT service providers and other external service providers who, at our request, provide IT applications (e.g. collaboration platforms), support services and other services for the purposes specified in this data protection declaration. We draw your attention to the fact that we use external IT service providers or cloud service providers with servers in Switzerland to execute the mandate. In these cases, we use certain IT services or means of communication that may involve data security risks (e.g. e-mail and video conferencing).

We process personal data relating to our sphere of responsibility in Switzerland and in the EU/EEA. We may also pass this data on to recipients (clients, counterparties, or authorities) who in turn process personal data in other countries, even if these do not guarantee a level of protection comparable to Swiss law.

4. Storage and archiving of personal data

We retain personal data for as long as necessary to carry out the mandate, but in any case, during the 10-year retention or reporting period as provided by law or as long as there is an overriding public or private interest. We take appropriate and proportionate measures to protect personal data against loss, unauthorised modification, or unlawful access by third parties. If the client provides us with personal data via third parties (e.g. his employees or other contact persons), it is his specific duty to inform them comprehensively about the data processing carried out by our law firm and other legal or external service providers (e.g. by submitting a data protection declaration for his employees).

5. Rights of subjects of data processing

Persons whose data are processed have the right to request information on personal data recorded about them according to Article 25 of the Federal Data Protection Act of September 25, 2020.

In addition, other rights conferred by the applicable data protection law may be invoked. Please note, however, that these rights are subject to conditions and exceptions.

To exercise these rights, the person subject to data processing may contact our law firm. The request will be processed in accordance with the applicable data protection law.

The response to such a request may also be denied or limited in accordance with legal provisions.

In addition, the person, who is the subject of the data processing, has the possibility, according to the Federal Data Protection Act, to address the Federal Data Protection and Information Commissioner (www.edoeb.admin.ch).

6. Amendments to this data protection declaration

This declaration on our website (www.btc.legal) does not require formal consent from the client.

btc.legal sa reserves the right to unilaterally change the contents of this declaration at any time and without prior notice.

Status January 1, 2024