

INFORMATION ABOUT MAQS PROCESSING OF PERSONAL DATA

We describe below how MAQS Advokatbyrå AB, corp. i.d. no. 996950-7733 and MAQS Advokatbyrå KB, corp. i.d. no. 916539-0692, (jointly referred to as “**MAQS**” and individually as “**Companies**” or “**we**”), process your personal data.

Each Company is an independent personal data controller for its processing of your personal data and is responsible for ensuring that such processing takes place in accordance with applicable legislation. With respect to personal data processing on the website, however, the Companies are joint personal data controllers. The Companies agree that MAQS Advokatbyrå AB is the administrator of the website and any questions that arise regarding the personal data processing should be directed there.

1 WHO WE PROCESS PERSONAL DATA ABOUT AND WHY

1.1 Clients

In order to be able to undertake assignments for you or the company you represent and to carry out such assignment and monitor your principal's interests, we collect and process personal data about you. We also process your personal data to perform mandatory conflict checks, money laundering checks and invoicing for our work.

Your data is processed either because it is necessary to enter into an agreement with you or the organisation you represent, or because we have a legitimate interest in doing so, such as to maintain and fulfil our undertakings in the client relationship. In the event that you do not provide us with your data, we may be prevented from undertaking the assignment or it is not certain that we will be able to fulfil our undertakings to the organisation that you represent. If you would like to know more about our legitimate interest and our reasoning, you are welcome to contact us.

We may also process your data to offer and market our services to you and your organisation. Our interest in doing so outweighs your potential interest in not doing so in light of the potential benefits these offers mean for your organisation. However, you have the right to object to the processing of personal data for direct marketing, at any time, and we will cease immediately.

You should also be aware that some of your personal data may be processed because we have a legal obligation to fulfil, for example as a result of our accounting obligations or other obligations that are incumbent on us by law, such as rules on money laundering.

We save data about you during the time that is set out according to the Swedish Bar Association's guidelines, which is currently ten years from the date of completion of the matter, or the longer period required by the nature of the matter.

1.2 **Suppliers and other business contacts**

In order to enter into and manage agreements with suppliers and other business contacts and to identify and contact potential clients, we collect and process personal data about you as representative of such organisation. Similarly, we may also process personal data about you if you appear in material that we take note of in a matter. Your personal data is processed either because it is necessary to enter into an agreement with you or the organisation you represent, or because we have a legitimate interest of doing so, such as to maintain and fulfil our undertakings in the client relationship or the matter. If you wish to know more about our legitimate interest and our reasoning, you are welcome to contact us.

We also process personal data to offer and market our services to you and your organisation. Our interest in doing so outweighs your possible interest in not doing so in light of the potential benefits that these offers can mean for your organisation. However, you have the right to object to processing of your personal data for direct marketing, at any time, and we will cease immediately.

You should also be aware that some of your personal data may be processed because we have a legal obligation to fulfil, for example as a result of accounting obligations or other obligations that are incumbent on us by law.

Each Company saves personal data about you as long as there is an active assignment or agreement. After completion of the assignment/contractual relationship, we save the personal data for as long as a legal claim may be alleged in connection with the agreement or to the extent necessary to save the personal data to comply with legal requirements. Should information about you appear in a matter that we handle, we save the personal data in accordance with the Swedish Bar Association's guidelines, currently for a period of ten years from the completion of the matter.

1.3 **Visitors**

MAQS processes information about you in connection with your visit to MAQS' office or website. MAQS does this for security reasons and to be able to ensure quality and develop the business. MAQS' interest of being able to develop the business and meet your and your organisation's needs, outweighs your possible interest in MAQS not doing so, among other things, in light of the potential benefits that the development of the business means for your organisation. Similarly, each Company's interest of keeping track of who is visiting the premises outweighs your possible interest of us not doing so. If you would like to know more about MAQS legitimate interest and our reasoning, you are welcome to contact us.

MAQS may also process personal data collected via the MAQS website in order to analyse how you use it and thus improve and optimize your experience. You can object to MAQS' use of your personal data for this purpose at any time. For more information about this processing, please visit MAQS' cookie policy.

MAQS saves information about you until you object to the processing, however, for a maximum of three years. Should you object to the processing, MAQS will delete your personal data as soon as possible.

1.4 Invitees and participants at seminars and events

To be able to handle the administration around an invitation, a seminar or event as well as to send future invitations and newsletters, we process personal data about the person who receives the invitation or participates in the seminar or event. Your information is processed because we have a legitimate interest in marketing ourselves and informing you and the organisation you represent about our services.

We receive the personal data when you share it with us via the website, social channels or the tool we use for sending out newsletters and invitations. We can also receive information in connection with arranging a seminar or event jointly with another organisation.

MAQS saves data about you until you object to the processing, however, for a maximum of three years. If you object to the processing, MAQS will delete your personal data as soon as possible.

2 PERSONAL DATA THAT WE RECEIVE FROM OTHERS

We process both information that you provide to us and that we collect from alternative sources. For example, we may receive information and data from other actors, such as collaboration partners, authorities and our clients etc., both via email and through other correspondence containing personal data about you.

In certain specific client matters, the partners may need to agree on additional personal data processing, which may also include the processing of sensitive data. For example, this may be relevant in certain cases that include due diligence and labour law matters. Separate information will be provided and prepared individually for each case.

3 THOSE WE SHARE YOUR PERSONAL DATA WITH

Your personal data may be disclosed and processed by other parties. These may concern Group companies, service suppliers, other legal advisors, auditors, consultants, courts, authorities etc. For example, we have suppliers that help us with data storage and the operation of our systems. In certain cases, the data processor may take note of personal data, for example, in case our IT system requires maintenance or other technical support.

Other examples of situations when your personal data may be transferred to another are when such measure is required by law, dispute, request by authority or decision, at your own request or when it is required for fulfilment of a legitimate interest to us.

4 WHERE YOUR PERSONAL DATA WILL BE PROCESSED

Your personal data may be processed both within and outside of the EU/EEA depending on what a specific matter requires. We will take necessary measures to ensure that the transfer takes place legally and information remains protected by the recipients outside the EU/EEA.

5 YOUR RIGHTS

You have the right to request information from us, free of charge, about the personal data we process about you. We will also correct or delete information that is inaccurate and encourage you to notify us if this is the case. You also have the right to object to processing that takes place with support of our legitimate interest and to request that your information not be processed for direct marketing purposes. While we investigate the validity of your request, you have the right to request that we limit the processing. We may then, in principle, only store your information while the issue is investigated. In certain limited cases, you also have the right to receive your personal data in a machine-readable format or, if it is technically possible, to have the information transferred to a third party you indicate.

Contact us by using the contact information below if you would like to exercise your rights or if you are dissatisfied with our processing. If you are dissatisfied with our processing, you also have the right to submit a complaint to the supervisory authority where you live or work or where you believe that a breach of the General Data Protection Regulation has been committed. In Sweden, you can contact the Swedish Authority for Privacy Protection (www.imy.se).

6 POLICY CHANGES

We reserve the right to change and update this policy.

7 CONTACT MAQS

For questions or other requests regarding personal data, please contact the respective Company:

The Malmö office:

MAQS Advokatbyrå KB

Address: Gibraltargatan 7, Box 226, 201 22 Malmö

Telephone number: +46 40 664 26 00

For the offices in Göteborg, Stockholm and Sundsvall

MAQS Advokatbyrå Göteborg AB

Address: Östra Hamngatan 24, Box 11918, 404 39 Göteborg

Telephone number: +46 3110 20 30

For all the offices:

E-mail: dataskydd@maqs.com