

## Information on data processing

for clients, parties to proceedings, and other communication partners

Dear communication partner! Dear client!

Below, we would like to inform you about the processing of personal data:

Name and contact details of the controller and the company data protection officer:

This data protection information applies to data processing by INTARIA GmbH as the controller within the meaning of the General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG):

The controller is INTARIA GmbH, Mozartstraße 4, 80336 Munich, E-Mail: [info@intaria.eu](mailto:info@intaria.eu), telephone: +49 89 - 74 72 400, fax: +49 89 - 74 72 40 50.

You can contact our data protection officer as follows: Andreas Fischer, Tel.: +49 9961-9426370, [fischer@it-netprojects.de](mailto:fischer@it-netprojects.de)

Communication by email:

We also use your email address(es) for confidential communication with you, unless you inform us that you do not wish this.

We also use your email address(es) to send documents and files (in particular private documents, official and court correspondence, out-of-court and court correspondence, contracts, and notices). These are sent via unencrypted email.

When sending unencrypted emails, there is a risk that outsiders with the necessary technical know-how may gain knowledge of the content of these emails, including any attachments. You can object to this type of communication at any time.

The same applies to the email addresses of any parties involved, such as an authority, a party to the proceedings, or professionals involved. We also communicate with them via unencrypted emails, the content of which may contain your personal data and confidential communications.

We are also happy to provide you with a more secure transmission method, although its applicability and usability involve additional effort and precautions. Please let us know if you would like to use this method.

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Collection, storage, and processing of personal data, as well as the nature, purpose, and use thereof:

If you engage or mandate us, or if the processing of your data is necessary as a party to or participant in proceedings within the scope of processing our mandates and orders, we collect the following information:

- Title, first name, last name,
- email address(es),
- address,
- fax number, telephone number (landline and/or mobile), and
- Information and other data that is necessary for the consultation, assertion, defense, and exercise of your rights or the assertion, defense, and exercise of rights and/or the fulfillment of
- legal rights or obligations towards you within the scope of a mandate or for the fulfillment of the order.

The collection and processing of this data is carried out,

- in order to identify you as our client, opponent, or party to proceedings,
- to advise and represent you appropriately as a lawyer, tax advisor, or auditor,
- for correspondence with you,
- for invoicing,
- to fulfill legal obligations,
- to process the existing order or mandate with us, or
- to assert any liability claims or other possible claims against you.

Data processing is carried out within the scope of the concluded contract or mandate in accordance with Art. 6 (1) (b) GDPR for the above-mentioned purposes for the processing of the contract or mandate, insofar as this is necessary for the fulfillment of obligations arising from the contractual relationship.

Depending on the type and scope of the specific contract or mandate, the processing of extensive personal data (e.g., dates of birth, tax numbers, bank accounts, religious affiliation) and also the processing of special categories of personal data within the meaning of Art. 9 GDPR, such as the processing of health data or data on sexual orientation of natural persons in the context of preparing payroll accounting or processing mandates/orders relating to personnel. The legal basis for this is Art. 6 (1) (b) GDPR and Art. 9 (2) (b), (f) - (h) GDPR.

Data processing is also carried out to fulfill our legal obligations under Art. 6 (1) (c) GDPR, for example to comply with professional requirements or requirements under the Money Laundering Act (GwG).

Data processing may also be carried out to pursue legitimate interests pursuant to Art. 6 (1) (f) GDPR, for example to pursue legitimate fee claims in the event of non-payment.

Data processing is carried out in exceptional cases for specific purposes if you have given us your consent to a specific processing of your personal data in accordance with Art. 6 (1) (a) GDPR.

The personal data collected by us for or within the scope of order processing or mandate will be stored after termination of the contractual relationship until the expiry of the relevant professional and legal retention obligations for auditors, tax advisors, and attorneys, and will then be deleted, unless we are obliged to store it for a longer period in accordance with Art. 6 (1) (c) GDPR due to other storage and documentation obligations (in particular due to provisions of the German Commercial Code (HGB) or the German Fiscal Code (AO)).

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Under certain circumstances, personal data may also be processed for a longer period of time in accordance with Art. 6 (1) (f) GDPR when claims are asserted against you.

### Transfer of data to third parties:

Your personal data will not be transferred to third parties for purposes other than those listed below.

Insofar as this is necessary for the processing of orders or mandates in accordance with Art. 6 (1) (b) GDPR, your personal data will be passed on to third parties. This includes, in particular, the transfer to parties involved in proceedings, opponents and their representatives, in particular professional representatives (auditors, tax advisors, lawyers) as well as authorities and courts for the purpose of correspondence and to fulfill your obligations and to assert and defend your rights. The data transferred may only be used by the third party for the purposes stated.

Professional secrecy with you as our client remains unaffected at all times. Insofar as data is subject to professional secrecy, it will only be disclosed to third parties in consultation with you, unless the necessity of disclosure already arises from the order/mandate.

### Rights of data subjects:

You have the following rights vis-à-vis us with regard to your personal data:

- Right of access, Art. 15 GDPR,
- Right to rectification or erasure, Art. 16 and Art. 17 GDPR,
- Right to restriction of processing, Art. 18 GDPR,
- Right to object to processing, Art. 21 GDPR,
- Right to data portability, Art. 20 GDPR,
- Right to withdraw consent, Art. 7(3) GDPR

Objection or withdrawal of consent to the processing of your data:

If you have given your consent to the processing of your data and we process your personal data on this basis, the legal basis is then Art. 6 (1) (a) GDPR, you can revoke this consent at any time. Such revocation affects the permissibility of the processing of your personal data after you have notified us of your revocation.

Insofar as we base the processing of your personal data on the balancing of interests, you can object to the processing. This is the case if the processing is not necessary in particular for the fulfillment of a contract with you. When exercising such an objection, we ask you to explain the reasons why we should not process your personal data as we have done. In the event of your justified objection, we will examine the situation and either stop or adjust the data processing or point out to you our compelling legitimate reasons for continuing the processing.

You also have the right to complain to a data protection supervisory authority about our processing of your personal data. The supervisory authority primarily responsible for you is:

Bavarian State Office for Data Protection Supervision (BayLDA)  
Promenade 27  
91522 Ansbach  
Tel. +49 981 53 1300  
Fax: +49 981 53 98 1300  
E-Mail: [poststelle@lda.bayern.de](mailto:poststelle@lda.bayern.de)