

# **PRIVACY NOTICE**

**(as of June 2018)**

## **1. Personal data**

I, Dr. Arno KLECAN, collect, process and use your personal data with your consent, resp. on the grounds of your mandate or assignment for purposes agreed with you or on other legal grounds in accordance with GDPR; in compliance with data protection and civil law regulations.

Only personal data necessary for the performance and completion of our legal services or provided to us by you voluntarily shall be collected.

Personal data shall include all data containing individual details of personal or factual circumstances, such as name, address, e-mail address, phone number, date of birth, age, gender, social security number, video recordings, photos, voice recordings of persons, as well as biometric data, such as fingerprints. Furthermore, sensitive data, such as health details or data in connection with criminal proceedings may be collected.

## **2. Information and deletion**

As a client or generally as an involved party you have the right – in compliance with the attorney-client secrecy privilege – to receive at all times information about your stored personal data, its source and recipient(s), as well as about the purpose of the data processing, as well as the right to correction, transfer, objection to, limitation of processing and blocking or deletion of incorrect or unlawfully processed data.

Please notify us in case your personal details should change.

You have the right to revoke at all times your consent granted to us to use your personal data. Your request for information, deletion, correction, objection and/or data transfer in the latter case, unless this would cause a disproportional effort, shall be sent to our law firm address specified in item 9. hereof.

Should you be of the view that the processing of your personal data by our firm is in violation of the effective data protection legislation or your data protection rights are violated in a different manner, you may file a complaint with the competent supervising government authority. In Austria this would be the Data Protection Authority.

## **3. Data protection**

The protection of your personal data is warranted through appropriate organizational and technical measures. These measures particularly address the protection against unauthorized,

unlawful or even accidental access, processing, loss, use and manipulation.

Even using our best professional efforts and due diligence, access to and use by third parties of data you disclose to us via internet cannot be ruled out.

Please take note that I will not assume any liability whatsoever in case of disclosure of information in result of data transfer errors not caused by me and/or unauthorized access by third parties (e.g. hacking of e-mail accounts or phones, interception of fax transmissions).

#### **4. Use of data**

I shall not process the data provided to me for any purposes not covered by the assignment/mandate or by your consent or otherwise by a provision in accordance with GDPR. The use of data for statistical purposes in anonymized for shall be exempt from this restriction.

#### **5. Data transfer to third parties**

For the implementation of your mandate it might become necessary to forward your data to third parties (e.g. counterparty, substitutes, insurance companies, service providers I may choose to hire and to provide data to, etc.), courts or authorities. The transfer of your data shall be in strict compliance with GDPR, in particular to the extent necessary for the implementation of your mandate or upon your prior consent.

Furthermore, please be informed that factual or case-related information pertaining to your case may be drawn by third parties on a regular basis.

Some of the above recipients of your personal data are located outside of your country of residence or process your personal data there. The data protection standards may not be on par with the corresponding Austrian standards. I, however, shall only transfer your data into countries with an appropriate data protection level as deemed by the EU-Commission, or I shall take measures to safeguard an appropriate level of data protection by all recipients by concluding standard contractual provisions (2010/87/EC and/or 2004/915/EC).

#### **6. Disclosure of data breaches**

I shall endeavor to safeguard that data breaches are discovered at an early stage and, if necessary, are immediately reported to you or the competent supervisory authority together with the respective affected data categories.

#### **7. Data storage**

I shall not store data for a longer period of time than necessary to fulfill our contractual or legal obligations or to dispute any liability claims.

## **8. Server-Log-Files**

For the purposes of optimization of this website in terms of system performance, user friendliness and provision of useful information about our services the website provider automatically collects and stores information in so-called server-log-files, which your browser automatically transmits to us. This includes your internet protocol address (IP-address), browser and language settings, operating system, referrer URL, your internet service provider and date / time.

Your data shall not be matched with personal data sources. I reserve the right to verify the data at a later point, if I should receive an indication of their unlawful use.

## **9. My contact details**

Keeping your data safe is my priority. Please find my contact details below and do not hesitate to contact me anytime in case of questions or if you wish to revoke your consent.

**DR. ARNO KLECAN**  
Rechtsanwalt / Attorney at law  
TEGETTHOFFSTRASSE 7 / 4. OG  
A - 1010 WIEN  
TEL +43-1-51555  
FAX +43-1-51555-25  
[klecan.office.law@teg7.net](mailto:klecan.office.law@teg7.net)  
[www.lawteg7.net](http://www.lawteg7.net)

DR. ARNO KLECAN