

PRIVACY STATEMENT
FOR
ADVOKATFIRMAET JUDICIA DA

Organization number 916 065 841

Last revised: 24 September 2021

This privacy statement applies to Advokatfirmaet Judicia DA ("we" / "us" / "Judicia").

We are responsible for the processing of personal data described in this privacy statement. You will find our contact information at the bottom.

1. Concepts

"*Processing*" includes any operation that involves personal data, whether automated or not. This includes collection, storage, modification, retrieval, use, transfer, other forms of accessibility, deletion and the like.

"*Personal information*" includes any type of information about an identified or identifiable natural person. This includes name, address, telephone number, ID number, employee number, account number, photos, e-mail address and the like.

"*Special categories of personal information*" means information about racial or ethnic origin, political opinion, religion, philosophical belief or trade union membership, as well as genetic health information or information about a natural person's sexual relations or sexual orientation. The processing of such personal data is in principle prohibited and is processed by Judicia only to the extent that the exemption conditions of the law are met.

2. Who do we process personal information about?

This privacy statement is directed to our processing of personal information about the following persons:

- Private clients
- Contact persons at our suppliers and partners
- People involved in cases where we assist. In certain cases, this may also include children.
- Other persons mentioned in case documents we have access to
- Course participants and recipients of newsletters or similar
- Visitors to our website

3. Purpose, types of personal data and legal basis

Below we have provided an overview of the purposes for which we process personal data, the types of personal data we process and the legal basis for the processing.

Establishment of client relationship: When contacted by a client with a request for an assignment, an internal independence check is performed before we accept the assignment.

The independence check serves a legitimate purpose and is based on GDPR article 6 no. 1 letter f (balancing of interests). Conflict check of private clients contains full name and what the case is about. Conflict checks concerning business clients will not normally involve the processing of personal data.

When establishing a client relationship. We will perform ID checking. This normally consists of obtaining a copy of a valid ID, including, among other things, full name and social security number. The necessary information is collected from the client directly. For companies, the organization number and other information are checked against *Brønnøysundregistrene* (the Bronnoysund Registers). Such control is necessary to fulfill our legal obligations under the Money Laundering Act, cf. GDPR Article 6 No. 1 letter c and Article 9 No. 2 letter g.

If we take on the assignment, contact information is registered, including name, address, telephone number, email address and organization number. The registration of contact information is necessary for private clients in order to enter into an agreement with the person in question, cf. GDPR Article 6 No. 1 letter b. For business customers, the registration of contact information is based on a balance of interests, cf. GDPR Article 6 No. 1 letter f.

Case management: Some legal assignments mean that we gain access to personal information about parties or other individuals who are affected by a case. Such information may appear from documents the client submits or other documentation in the case. The processing of personal data in connection with assignments for corporate customers is anchored in GDPR Article 6 no. 1 letter f (balancing of interests).

In some cases, we also process special categories of personal data e.g., health information and records (police certificate). In such cases, the processing of the information is based on Article 9 (2) (f) of the GDPR (the processing is necessary to establish, assert or defend a legal claim), cf. section 11 of the Personal Data Act.

We do not process personal data using automated processes.

Knowledge management: We manage knowledge that is accumulated through our practice. The basis for treatment is our interest in utilizing accumulated knowledge in further advice, cf. GDPR article 6 no. 1 letter f (balancing of interests). In such administration, the necessary measures are taken to avoid personal data being shared, for example by anonymization.

Knowledge management: We manage knowledge that is accumulated

Client administration: Separate case files are created for assignments that are performed on behalf of the client. Time and costs incurred on a case are registered in our case processing system and accounting system. In cases for private clients, this is a necessary part of fulfilling the agreement with the person in question, cf. GDPR Article 6 No. 1 letter b. For business clients, the client administration is based on GDPR Article 6 No. 1 letter f (balancing of interests).

Filing and storage of case documents: We normally store case documents for 10 years after the assignment has been completed. Overgrown funds are continued after approval from the responsible lawyer to the right recipient or returned to the client before the end of the assignment. Storage for the specified period is considered necessary out of consideration both for the client and for our own part, as questions or a dispute may subsequently arise where the information stored on a case is needed. The legal basis for the processing of personal data is GDPR Article 6 No. 1 letter f (balancing of interests) and GDPR Article 9 No. 2 letter f (determination, assertion or defense of legal claims) cf. the Personal Data Act § 11.

In certain case types, only limited parts of the case documentation are stored, and for a shorter period than 10 years at the end of the assignment in line with current legislation.

Invoicing: Contact information received from business clients is used to mark invoices sent to the business. For private clients, the person's private postal address is used for sending invoices or email. The basis for processing is GDPR Article 6 No. 1 letter f (balancing of interests) for business customers and GDPR Article 6 No. 1 letter b (necessary to fulfil an agreement with the registered person) for private customers.

IT operations and security: Personal information stored in our IT systems may be available to us or to our suppliers in connection with system updates, implementation or follow-up of security measures, error corrections or other maintenance. The basis for treatment is GDPR Article 6 No. 1 letter f (balance of interest) and our legal obligation to have satisfactory information security, ref. GDPR Articles 32 and 6 No. 1 letter c.

Marketing: We send out invitations to lectures and other marketing material per email to clients we assist and to others who have requested such inquiries. Recipients can easily unsubscribe from the service by replying to the e-mail or sending an e-mail to post@judicia.no.

The basis for processing is GDPR Article 6 No. 1 letter f (balancing of interests) where we have received the e-mail address in connection with a legal assignment. The interest in using e-mail addresses for this purpose is to get invitations or other marketing material that may be of interest to the individual. Under existing client relationships, the marketing takes place in accordance with the Marketing Act § 15 3). In other contexts, marketing is based on the consent of the person in question, cf. the Marketing Act § 15 (1) and GDPR Article 6 No. 1 letter a.

Website: We use Google Analytics on our website www.judicia.no. This means that Google collects information for its own purposes e.g., via cookies such as which browser you use, which mobile phone you may use and approx. where you are. The information is stored for 26 months. The purpose is user optimization, both for our website particularly and for Google more generally. However, personal information is not collected to the extent that you can be traced, and we have activated "Anonymize IP" so that IP addresses are not stored.

4. Who we share personal information with?

Our providers of IT services will be able to access personal information if these are stored with the supplier or are otherwise available to the supplier in accordance with the contract with us. The suppliers act in accordance with the data processor agreement and under our instructions. The supplier may only use the personal information for the purposes we have determined and within the framework of this privacy statement.

Lawyers are subject to a punishable duty of confidentiality that follows from the Penal Code § 211. All information that is entrusted to us in connection with an assignment is handled confidentially.

We do not disclose personal information in other cases or in other ways than as described in this privacy statement, unless the client explicitly encourages or consents to this, or the disclosure is required by law.

5. Storing of personal information

Case documents, including personal information, are stored for ten years after the assignment has been completed. Documents used in connection with customer control, are stored for five years after the client relationship has ended and are then deleted within one year in accordance with the rules of the Money Laundering Act.

Accounting legislation requires us to store certain accounting documents for a specified period. When a specific purpose requires storage for a given period, we ensure that the personal information is used only for the relevant purpose during this period.

6. Your rights

You have rights related to your person information. What rights you have depends on the circumstances and is reviewed in the following:

Withdraw consent: If you have given your consent to receive newsletters from us, you can withdraw this consent at any time. We have made it easy for you to make reservations about this type of inquiry by including a link at the bottom of such emails. If you have consented to other processing of personal data, you can also withdraw this consent at any time by contacting us, e.g., by email post@judicia.no.

Request access: You have the right to access which personal information we have registered about you, if the duty of confidentiality does not preclude this. To ensure that personal information is disclosed to the right person, we may require that the request for access be made in writing and that your identity be verified.

Request correction or deletion: You can ask us to alter incorrect information we have about you, and to delete personal information. We will, as far as possible, comply with such instructions, but we cannot delete personal data if there are compelling reasons for not deleting, for example that we must store the information for documentation purposes.

Data portability: In some cases, you will be able to have personal information you have provided to us in a machine-readable format. If it is technically possible, in some cases it will be possible to have these transferred directly to another treatment manager.

Complaint to the supervisory authority: If you disagree with the way we process your personal information, we encourage you to get in touch so that we have an opportunity to comply with your wishes.

7. Security

We have established procedures for handling personal information in a secure manner. The measures are of both a technical and organizational nature. We make regular assessments of the security of all central systems used for handling personal data, and agreements have been entered into that require the suppliers of these systems to ensure satisfactory information security.

8. Changes to the privacy statement

We will be able to make changes to this privacy statement. You will always find the latest version on our website. In the event of significant changes, we will notify you of this.

9. Contact us

Please contact us if you have questions or comments about our privacy statement, or if you want to exercise your rights.

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