

# Information about data processing

## on compliance with the duty to provide information at the start of the engagement

### Information about data processing

#### 1. Name and contact details of the data controller and of the practice data protection officer

This data protection information applies to data processing by:

**Michael A. C. Ashcroft, lawyer**

**Baumäckerweg 14/3, D - 72401**

**( hereinafter: Mr Ashcroft )**

**Haigerloch**

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**Mobile phone: +49 172  
9108864**

**Fax: +49 7474 956166 - 9**

**E-mail: [m.ashcroft@ashcroft.de](mailto:m.ashcroft@ashcroft.de)**

Mr Ashcroft's data protection officer can be reached at the aforementioned address.

#### 2. Collection and storage of personal data, as well as nature and purpose and its usage

Should you engage us to act for you, we will require that we be provided with the following information:

- title, first name, last name,
- a valid e-mail address,
- address,
- telephone number ( landline and / or mobile telephone no(s). )
- information needed to enforce and defend your rights under the engagement

We collect this data

- to identify you as our client;
- in order to advise and represent you appropriately;
- to correspond with you;
- for invoicing;
- to settle any liability claims that may exist and to assert any claims against you;

The data is processed at your request and is required pursuant to Article 6 Subsection (1) first sentence *lit.* (b) of the General Data Protection Regulation [ GDPR ] for the purposes stated for the appropriate processing of the engagement and for the mutual fulfilment of obligations arising from the engagement agreement.

The personal data collected by us for the purpose of the engagement will be stored until the statutory retention obligation for lawyers ( six years after the expiry of the calendar year in which the engagement was terminated ) expires and will then be deleted, unless we are obliged to store it for a longer period pursuant to Article 6 Subsection (1) first sentence *lit.* (c) of the GDPR on the basis of taxation and commercial law retention and documentation obligations ( under the Federal Uniform Commercial Code ( HGB ), the Federal Criminal Code ( StGB ) or the Federal General Fiscal Code ( AO ) ) or you have consented to storage beyond this time pursuant to Article 6 Subsection (1) first sentence *lit.* (a) of the GDPR.

### **3. Disclosure of data to third parties**

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

Your personal data will be passed on to third parties to the extent required under Article 6 Subsection (1) first sentence *lit.* (b) of the GDPR for the processing of engagements with you. This will include, in particular, the disclosure to opposing parties and their representatives ( in particular, their lawyers ) as well as to courts and other public authorities for the purpose of correspondence and for asserting and defending your rights. The data disclosed may only be used by the third party for the purposes stated.

This will not affect client confidentiality. To the extent that the data is subject to client confidentiality, it will only be passed on to third parties in consultation with you.

### **4. Rights of the data subject**

You have the right:

- to withdraw your consent once given to us at any time in accordance with Article 7 Subsection (3) of the GDPR. As a result, we may no longer continue processing data based upon this consent in the future;
- to request information about your personal data processed by us in accordance with Article 15 of the GDPR. In particular, you may request information on the purposes of processing, the category of personal data, the categories of recipients to whom your data have been, or will be, disclosed, the planned retention period, the existence of any right of rectification, erasure, restriction of processing or objection, the existence of any right of complaint, the origin of your data if not collected by us, as well as the existence of automated decision-making including profiling and, where applicable, meaningful information on its details;
- to request the rectification of incorrect or incomplete personal data stored by us without delay in accordance with Article 16 of the GDPR;
- to request that your personal data held by us be erased in accordance with Article 17 of the GDPR, unless the processing is necessary for the exercise of the right to freedom of expression and information, for the fulfilment of a legal obligation,

for reasons of public interest or for the assertion, exercise or defence of legal claims;

- to request the restriction of the processing of your personal data pursuant to Article 18 of the GDPR if the accuracy of the data is disputed by you, the processing is unlawful but you refuse to have it erased, and we no longer require the data but you need it to assert, exercise or defend legal claims, or you have lodged an objection to the processing pursuant to Article 21 of the GDPR;
- to receive the personal data which you have provided to us in a structured, commonly used and machine-readable format or to request that it be transmitted to another controller in accordance with article 20 of the GDPR, and
- to lodge a complaint with a supervisory authority in accordance with Article 77 of the GDPR. As a rule, you can contact the supervisory authority of your usual place of residence or place of work or our office.

## **5. Right of objection**

If your personal data is processed on the basis of legitimate interests pursuant to Article 6 Subsection (1) first sentence *lit.* (f) of the GDPR, you have the right to object to the processing of your personal data pursuant to Article 21 of the GDPR if there are reasons for doing so which arise from your particular situation.

Should you wish to exercise your right to object, simply e-mail [m.ashcroft@ashcroft.de](mailto:m.ashcroft@ashcroft.de)

## **Specimen DAV ( German Law Society ) directory of processing activities**

A specimen DAV ( German Law Society ) specimen directory of processing activities in accordance with Article 30 of the GDPR ( for documentation and for submission in audits ) is available to download as an Excel file from <http://www.anwaltsblatt.de/>.