

# MERKURIUS

## PRIVACY NOTICE

We appreciate your privacy and want to ensure that personal data is processed appropriately and transparently. We always process personal data only in accordance with the applicable legislation. On this page you'll find information on how we collect, process, and retain your personal data and how you can exercise your rights as a data subject.

### 1 Controller and Contact Details

Merkurius Attorneys Ltd acts as the controller as regards personal data that this privacy notice concerns.

If you have any questions relating to our policies concerning personal data protection or you want to exercise your rights as a data subject, you can contact us at [office@merkuriuslaw.fi](mailto:office@merkuriuslaw.fi).

### 2 Data Subjects

This privacy notice concerns the following data subjects:

- Clients, suppliers and other cooperation partners and their representatives
- Persons relating to assignments
- Job applicants
- Website visitors
- People on our mailing list
- Event participants

### 3 Processing, Purpose and Legal Basis

Personal data processed by us and the purpose of the processing depends on your relationship with us:

DATA SUBJECTS	DESCRIPTION OF THE PROCESSING	PERSONAL DATA PROCESSED
<b>Clients, suppliers and other cooperation partners and their representatives</b>	<p>We process the personal data of our cooperation partners and their representatives in order to maintain the cooperation relationship in question, to conduct and develop our business, and for marketing purposes. The personal data processed is mainly obtained from you or the organisation you represent. The processing is based on our legitimate interest to operate, develop and market our business. The processing of personal data in connection with assignments is described below separately.</p> <p>In addition, we process personal data of our clients and their representatives in order to comply with our legal obligation to identify our clients and to comply with sanctions legislation and the Finnish Bar Association's rules regarding conflict of interest. The personal data processed is mainly obtained from you or the organisation you represent. The processing is based on our legitimate interest, which is conducting our business, and complying with statutory obligations.</p> <p>If you do not provide us with the information required for the above purposes, we may not be able to establish or continue a client or other cooperation relationship with you or the entity you represent.</p>	<ul style="list-style-type: none"><li>• Name</li><li>• Email address</li><li>• Phone number</li><li>• Title</li><li>• Employer</li><li>• Other information required by the applicable laws and rules of the Finnish Bar Association, such as social security number and date of birth</li><li>• Other information provided by you</li></ul>
<b>Persons relating to assignments</b>	<p>In connection with assignments, we may process personal data, and in these cases, the purpose of the</p>	<p>The most common personal data processed in connection with</p>

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processing is to carry out the assignment. The personal data processed is case-specific and depends on the type of assignment and the subject matter of the assignment. In some assignments, we may need to process special categories of personal data (such as health-related information). We process such personal data only to the extent required by the assignment or compliance with our statutory obligations. We mainly receive personal data from our clients, counterparties, or public data sources.

The processing is based on our legitimate interest to conduct our business and provide legal services. We may also process such personal data based on our legitimate interest in order to develop our business. The processing is also based on our client's legitimate interests related to the protection of property and rights (including the right to pursue and defend legal claims) and the safeguarding of interests associated with contractual arrangements. In case you are a private client, the processing of personal data is based on the performance of an agreement between you and us.

In addition, the processing of personal data is sometimes necessary to ensure that, as a law firm, we comply with our legal obligations (e.g. in relation to client identification and obligations under anti-money laundering legislation).

assignments and client identification are:

- Basic information (such as name, date of birth, social security number)
- Contact details (such as email address, phone number, address)
- Information related to position (such as job title, employer, education, work experience)
- Financial information (such as income)
- Ownership in or control over a limited liability company
- Information relating to political influence
- Other similar background information

<p><b>Mailing list</b></p>	<p>We process the contact information of our cooperation partners and potential clients for marketing communications. We may send event invitations and newsletters to the people on our mailing list. The personal data has been mainly collected from you or obtained from the entity you represent. The processing is based on our legitimate interest to operate, develop, and market our business.</p> <p>If you no longer wish to receive marketing communications from us, please notify us by sending an email to: <a href="mailto:office@merkuriuslaw.fi">office@merkuriuslaw.fi</a>.</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• Phone number</li> <li>• Job title</li> <li>• Employer</li> </ul>
<p><b>Event participants</b></p>	<p>If you register for an event organized by us, we will process the personal data provided to us in connection with the registration. The processing is based on our legitimate interest to conduct and market our business. To the extent you provide us with information related to your health, the processing is based on your consent.</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• Phone number</li> <li>• Job title</li> <li>• Employer</li> <li>• Allergy and dietary information</li> <li>• Other information provided by you</li> </ul>
<p><b>Job applicants</b></p>	<p>We collect and process personal data that you provide to us in your job application and in connection with the possible recruitment process. In addition, we may process information, which we obtain from persons that you have named as your referees. The personal data is processed for the purposes of carrying out the</p>	<ul style="list-style-type: none"> <li>• Name and contact details</li> <li>• Education</li> <li>• Work experience</li> <li>• Other information provided by you</li> </ul>

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<p>recruitment processes and making the recruitment decisions. The processing is based on our legitimate interest in carrying out recruitment processes and, if you are selected for a job, on preparing a contract.</p> <p>If you do not provide us with the information required for the recruitment process or employment relationship, we will not be able to continue the recruitment process with you or enter into an employment relationship with you.</p>	<ul style="list-style-type: none"><li>• Information received from your referees (such as information relating to skills and performance)</li></ul>
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## 4 Duration of the processing

We process and retain your personal data for as long as it is necessary for the purpose for which the data was collected, or for as long as the applicable legislation or rules of the Finnish Bar Association require. We may retain the personal data for longer periods to the extent it is necessary for defending or responding to legal claims.

## 5 Data sharing and processing in third countries

We do not share your personal data to third parties, unless required by the applicable legislation, rules of the Finnish Bar Association or if it is necessary for the fulfillment of our clients' assignments. In the latter case, this may involve, for example, disclosing information to a court or an arbitration tribunal.

In certain cases, we use third parties as services providers in the processing of personal data. This means that the processing of your personal data may have been outsourced to such third party. However, the service providers are obliged to process the data only in accordance with the applicable legislation and our instructions. Hence, the service providers may not process the data for any other purposes than those determined by us.

Personal data may be transferred outside the EU or EEA in accordance with the applicable legislation and within the limits set out in the legislation. The transfers are carried out either in accordance with adequacy decisions issued by the European Commission or by using the standard contractual clauses approved by the European Commission, along with supplementary safeguards if necessary.

## 6 Data subject's rights

As a data subject you have the right to:

- request access to your personal data and have a copy of such personal data processed by us;
- request the rectification of inaccurate personal data and in certain cases, request the erasure of your personal data;
- request the restriction of processing or object to processing;
- in case the processing is based on your consent, withdraw the consent (however, the withdrawal of consent does not affect the lawfulness of processing carried out before the withdrawal); and
- in certain cases, obtain your personal data in a structured, commonly used and machine-readable form and request the transmitting of your personal data to another controller.

You can exercise your rights by contacting us via email: [office@merkuriuslaw.fi](mailto:office@merkuriuslaw.fi)

Due to the strong confidentiality obligations binding attorneys, the rights of data subjects may be limited in certain situations. This is assessed on a case-by-case basis, considering your rights and needs.

If you believe that your rights as a data subject have been violated, you also have the right to file a complaint with the supervisory authority. For more information on how to file a complaint, please visit: [www.tietosuojaja.fi](http://www.tietosuojaja.fi)