



Privacy Policy imkp Attorneys at Law

What does this privacy statement govern?

This privacy policy contains information on how personal data is collected and processed in the context of a client-lawyer relationship with imkp.

How can you reach us?

Responsible for the processing of personal data described in this privacy policy is enring melunovic kessler kuhn partner. You can reach us as follows:

imkp Aarau	imkp Meilen	imkp St. Gallen	imkp Zürich
Buchserstrasse 12	General Wille Strasse 201	Schuppistrasse 10	Minervastr. 19
Postfach	Postfach 572	9016 St. Gallen	8032 Zürich
5001 Aarau	8706 Meilen		

If you have any questions about our handling of personal data or other data protection concerns, please feel free to contact us at info@imkp.ch.

What personal data do we process and for what purposes do we process your data?

We process personal data (data that directly or indirectly identifies natural persons) that we receive from you or involved third parties within the scope of the client relationship or that we collect ourselves.

Some of the personal data you or the persons involved provide to us yourself when you or they contact us by e-mail or telephone and request our services. This includes, for example, name and contact details as well as information about the role of the data subject at the company or organization for which you or the respective contact persons work or on whose behalf you or they contact us. We also process personal data that we receive in our correspondence with third parties (namely clients, counterparties, authorities and courts and their employees or other contact persons) in the context of the client-lawyer relationship (e.g. name, contact data, date of birth, information on the employment relationship, income situation, family relationships or state of health). In addition, we collect some personal data ourselves, e.g. from public registers or websites.

Within the scope of a mandate relationship, we thus process the following personal data:

- **Client data and data for mandate management:** First and last names as well as contact details of the contact persons, position and title, associated company/job, industry, any cross-connections (e.g. shareholder/partner or related persons) and further background information from publicly accessible sources (e.g. commercial register), any assigning person, contents of inquiry and mandate, counterparties and their representatives as well as further details for checking any conflicts of interest;
- **Mandate data:** Communication with clients, courts, opposing attorneys and third parties, advisory documentation, information disclosed to us by or on behalf of the clients, by opposing parties, courts, authorities and other parties to the proceedings or which we generate within the scope of our services;
- **Service and billing data:** Information about the services provided and billed, billing data, proof of services, invoices, payments, bank details;
- **Supplemental Information:** Information related to participation in our events and other information provided to us by clients.

We process personal data mainly to provide, document, bill and improve our services. This includes processing to meet legal requirements (e.g. to check for any conflicts of interest) and to enforce or defend against legal claims. We also process the personal data of our clients in order to communicate with them, to answer inquiries and to send them information about our firm and invitations to events, courses, conferences or lectures.

We may also process contact information of clients or their employees or other contacts for marketing purposes (using any means of communication such as email, social media, mail or telephone) to provide information about publications, events, news, services or products that may be of interest.

We have a legitimate interest in the processing of personal data corresponding to the aforementioned purposes. Some processing is also necessary to enable us to fulfill our contractual obligations to you or our legal obligations (e.g. retention obligations).

Do we share your data with third parties and how do we process your data?

In order to achieve the purposes described in this Privacy Policy, it may be necessary for us to disclose Personal Data to the following categories of recipients: External service providers, clients, counterparties and their legal representatives, business partners with whom we may need to coordinate the provision of legal services, public authorities and courts, legal expenses insurers and other experts.

We would like to point out that we may also disclose personal data to commissioned data processors in the course of providing our services, in particular to IT providers and other providers who provide IT applications (e.g. collaboration platforms, cloud services, translation tools) or provide support and other services on our behalf for the purposes listed in this Privacy Policy. We then use certain IT services as well as communication tools that may be associated with data security risks (e.g., email, video conferencing). It is your responsibility to inform us of your desire for special security measures.

We may transfer personal data to recipients (such as counterparties or authorities) in countries that do not ensure a level of data protection comparable to Swiss law. We may disclose personal data to a country without adequate data protection without entering into a separate contract for this purpose if we can rely on an exception provision for this purpose. An exception may apply in particular in the case of legal proceedings abroad, but also in cases of overriding public interests or if the performance of a contract that is in your interest requires such disclosure (e.g., if we disclose data to our correspondence law firms), if you have consented, or if obtaining your consent within a reasonable period of time is not possible and the disclosure is necessary for the performance of a contract or the enforcement of legal claims.

What rights do you have with regard to your personal data?

In particular, data subjects have the right to obtain information about the personal data stored about them and the purpose of the data processing, the right to rectification as well as to erasure or restriction of the processing of their personal data, the right to object to the processing, the right to seek redress from a competent supervisory authority and to data transmission/transferability. However, please note that conditions and exceptions apply to these rights. To the extent permitted or required by law, we may refuse requests to exercise these rights. For example, we may or must retain or otherwise continue to process personal data despite requests to delete personal data or restrict processing for legal reasons.

If you have any questions or would like to exercise such rights, please contact us by e-mail at info@imkp.ch or by mail at:

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A data subject also has the option provided for in the Data Protection Act to contact the Federal Data Protection and Information Commissioner (www.edoeb.admin.ch).

How is this privacy policy adapted?

It may be that from time to time adjustments to this privacy policy are necessary, for example, if the law or the way we process personal data changes. In this case, the new version will be published on our website.

Please note that no consent is required from the client, its employees or other contacts to the Privacy Policy. The privacy statement is merely information about the nature, scope and purpose of the use of personal data by imkp. We reserve the right to unilaterally change the content of the aforementioned privacy policy at any time and without notice. It is therefore recommended to consult the privacy policy regularly on our website.

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