

PRIVACY POLICY

When you use this website or communicate with us via email or our Electronic Document Management System ("**EDMS**"), or more generally retain our legal services (collectively the "Service(s)"), we commit to protecting and processing your personal data according to this Privacy Policy and in compliance with the Swiss Federal Data Protection Act ("**FDPA**") and any other applicable data protection laws such as the EU General Data Protection Regulation ("**GDPR**").

This privacy policy describes how we process your Personal Data (as defined below under section 1.1) in the framework of our Services and informs you of your rights. If you have a question or request, please send us an email at the following address: info@oalegal.ch.

When accessing our website and/or using our Services, you expressly agree that we process your Personal Data pursuant to the provisions of this Privacy Policy. In case you should not agree to any part of this Privacy Policy, you must inform us and discontinue using our website or Service. Please note that in such an event we may not be able to provide any further Services.

PERSONAL DATA

We process the Personal Data that you, your representative or the organization your work for provide us, such as contact details (first name, surname, email, telephone number, address), nationality, language preference, professional data, business information and banking details. Personal Data may also include sensitive personal data, such as data related to the intimate sphere, health, debt enforcement, criminal or administrative proceedings. Personal Data may relate to you as well as to third parties such as employers, employees, shareholders, beneficial owners, agents, representatives, co-contractors, counterparties or family members.

The Personal Data may in some instances be supplemented or obtained from third party public sources, such as online media or websites, authorities, courts or other parties.

By using cookies and similar tracing technologies, we may process Personal Data such as your IP address, geographic location, search terms, type of device used to access our website and content of access.

WHO IS RESPONSIBLE FOR PROCESSING YOUR PERSONAL DATA?

We, OA Legal SA, Place de Longemalle 1, 1204 Geneva, are responsible for the processing we undertake of Personal Data.

ON WHICH BASIS AND FOR WHICH PURPOSE DO WE PROCESS YOUR PERSONAL DATA?

We process your Personal Data on the following basis and for the following purposes:

- Performing our contractual duties and providing our Services, as per your request or that of the organization your work for, or for recruiting purposes;
- Managing our relationship with you, including identifying you, contacting you and invoicing;
- Managing and holding any event or conference we organize;
- Internal administrative or operational process in our legitimate interest;
- Providing and improving our Services, website and EDMS;
- Sending you our newsletters and other information such as invitation to events, training programs or lectures, based on your subscription or our legitimate interests;
- Complying with any legal and regulatory obligations where we are required to process your Personal Data, such as verifying your identity or storing periods;
- Asserting and defending claims in legal disputes or proceedings in our (or as the case may be, a third party's) legitimate interest;
- Your consent, such as for sending you our newsletter.

TRANSFER AND RECIPIENTS OF PERSONAL DATA

We may disclose your Personal Data, for the purposes set out above, to the following recipients:

- External service providers, such as IT, cloud, analytics & telecommunications service providers (who are subject to data protection duties to the same extent we are);
- Third parties and authorities if such disclosure is necessary to undertake our contractual duties towards you, or if necessary to comply with our legal or regulatory obligations.

Our servers are exclusively based in Switzerland. Furthermore, all digital tools that we use in the framework of the Services are provided by Swiss service providers with servers in Switzerland.

We do not transfer your Personal Data to third parties or abroad, except with your prior consent.

COOKIES, TRACKING & OTHER SIMILAR TECHNIQUES

Cookies are small text files that are downloaded to your device by visiting the OA Legal website. Cookies are in particular used to improve the website by providing statistical information about the interaction of users with the website, the number of visitors to the site and similar information. You may change your browser settings to delete and block cookies. By continuing to use the OA Legal website without changing your settings you consent to our use of cookies.

In order to optimize your experience on the Website, cookies and similar tracking techniques may be used. These are small files that are saved on the web browser and that store certain configurations and data in the web browser to exchange them with OA Legal's system. These are not used under any circumstances to store your Personal Data.

You may refuse the use of cookies in the settings of your web browser. Your attention is drawn to the fact that by disabling their use, you may not have access to the Website's functions in full.

The Website may use Google Analytics, which is a service provided by Google Inc. located in the United States of America. Google Analytics is a tool which analyses the use of the Website. This tool may use cookies to collect anonymous information and generate reports in usage statistics of the Website without the User being personally identifiable by Google.

The information produced by these cookies (including the User's IP address) can be sent to, and stored on, Google's servers in the United States of America. Google observes the data protection requirements of the Swiss-US Privacy Shield Frameworks and is registered with the US Department of Commerce's Privacy Shield program. If the User does not wish Google Analytics to record the User's visit data, the User can install a browser add-on to disable Google Analytics.

You are further informed that the Website may also use other third parties services like the above-mentioned Google Analytics such as Mix Panel, Hotjar and others.

Our newsletters contain tracking pixels which enable log file recording for statistical analysis of our newsletter campaigns. We may see whether and when an e-mail was opened, and which links in the e-mail were activated.

By using the Website, you declare to consent to the data processing by Google, Google Analytics, Mix Panel, Hotjar and others of the data collected regarding you, in accordance with the aforementioned and Google's privacy policy. You acknowledge that OA Legal does not assume any responsibility whatsoever for this process.

YOUR RIGHTS...

You have the following rights in relation to your personal data, unless in presence of a legal or regulatory obligation or an overriding legitimate interest of OA Legal (or of a third party):

- A right of access and request a copy of your Personal Data. Please note that we may refuse to provide access to your Personal Data if the applicable data protection laws or other provisions, in particular attorney client privilege, allows or forces us to do so, in which case we will provide the reasons to our decision;
- A right of rectification where the information we hold about you is inaccurate;
- A right to request that your Personal Data be erased where for instance they are not necessary for the purpose for which they were collected or processed or if you withdraw your consent;- a right to restrict the use of your personal information;
- A right to object to the processing of Personal Data;
- A right to object to the processing of Personal Data;
- A right to request that we provide you with the detail of the guarantees put into place in the event of an international transfer of Personal Data in a jurisdiction that does not provide an equivalent level of data protection;
- Where applicable, a right to data portability;
- A right to withdraw your consent for the processing of Personal Data at any time. Please note that such withdrawal shall only apply for future data processing and shall not impact the processing that occurred in the past. Withdrawing your consent may lead to the end of the business relationship with OA Legal;
- A right to submit a complaint with the competent data protection authority if you believe that our processing of your personal data infringes applicable data protection laws.

You may unsubscribe from our newsletter or from any marketing communication at any time by informing us via info@oalegal.ch or by clicking on the link at the bottom of each newsletter.

We will, in general, not charge a fee for the exercise of any of your rights in relation to your Personal Data. However, we may charge a fee for access if the relevant data protection legislation allows us to do so, in which case we will inform you as required by applicable laws.

The Website may use social plugins for various social network websites (hereinafter referred to as "**Social network**"), such as facebook.com (operated by Facebook, Inc.), twitter.com (operated by Twitter, Inc.) and plus.google.com (operated by Google, Inc.) (hereinafter referred to as the "**Plugin(s)**"). When the User visits a website that contain Plugins, the User's browser will directly connect to the servers of the respective Social network. The content of the Plugin is directly transmitted to the User's browser from each Social network and is integrated into the Website. By integrating the Plugin, the Social network receives the information that the User has visited the Website.

If you are logged on a Social network, it can associate your visit to the account of the respective Social network. If you interact with the Plugin, the corresponding information from your browser is directly sent to the respective Social network and stored there.

For more information on the purpose and scope of data collection and further processing and use of data by the respective Social network as well as your rights and ways to protect your privacy, please see the privacy policy of the respective Social network.

HOW DO WE PROTECT YOUR PERSONAL DATA?

We take all reasonable and necessary administrative, technical and physical measures to ensure that your Personal Data is processed and stored securely and in accordance with this Privacy Policy and to ensure the data's confidentiality, integrity and availability.

HOW LONG DO WE STORE YOUR PERSONAL DATA?

We retain the Personal Data for as long as such retention is reasonably necessary to achieve the purposes mentioned above under section 3 or until you withdraw your consent, provided that we are not authorized to retain the Personal Data for another reason (e. g. any legitimate interest or to exercise and/or defend any legal rights or in the context of investigations).

MISCELLANEOUS

Please inform us as soon as possible if any of your Personal Data changes (including your correspondence details). Failure to provide accurate data or to update data when applicable may have a detrimental impact upon our ability to provide our Services.

This Privacy Policy may be amended at any time, in which case you shall be informed via email. Any new version shall be published on our website. Please verify this Privacy Policy regularly to see any updates or changes.
