

## **PRIVACY POLICY**

MK-Law cares about your privacy.

The purpose of this privacy policy is to provide information on the reasons for why we process personal data and for which purpose the personal data is processed. This privacy policy also contains information on the rights related to the personal data and in which manner said rights may be exercised.

In case you wish to receive further information on issues related to personal data, you may contact us in accordance with the contact details that can be found in the end of this policy.

### **What is meant by personal data?**

Personal data refers to any information by which an individual may be identified, such as a name, email address or another similar identifier.

### **For what purpose do we use personal data?**

Processing of personal data is necessary for taking care of assignments from our clients. In addition, the Act on Prevention of Money Laundering and Financing of Terrorism imposes certain obligations on us, the fulfilment of which requires processing of personal data.

We do not use personal data for any other purposes than those mentioned above unless we have obtained consent for such use.

### **What types of personal data do we process?**

We only process personal data that is necessary for the purposes mentioned above.

Essentially the personal data we process comprises the name and email address of our client's representative and the corresponding information on other parties involved in the case. Depending on the nature of the assignment, the assignment may require processing of other personal data as well.

Further, we process personal data of our client, its representative and ultimate beneficial owners in the extent required by the Act on Prevention of Money Laundering and Financing of Terrorism.

### **How do we ensure the integrity of your personal data?**

We have implemented and maintain both organizational and technical measures for ensuring the integrity of your personal data.

All devices and servers that are used for processing personal data are protected with passwords, firewalls and virus protection software.

If any personal data is in non-digital form, such data is processed and stored in a controlled environment to which third parties have restricted or no access.

Additionally, we process your personal data only in the extent necessary for the purpose indicated above. When we ask for your personal data, we strive to limit the scope of the personal data requested and store the personal data only for a limited time period.

In case of a personal data incident, we have the ability to notify the relevant authority of the incident, and if required, the individuals affected by the personal data incident in accordance with the applicable laws and regulations.

#### **To whom do we transfer personal data?**

We do not transfer your personal data to third parties.

We may however transfer your personal data to personal data processors, such as cloud service operators, that have a legal obligation to follow our instructions on the safety, storage, removal and other processing of your personal data.

Prior to making any transfer of your personal data we undertake necessary and reasonable legal, technical and organizational measures to ensure that your personal data is processed safely and appropriately without jeopardizing your rights.

We may also transfer your personal data to the authorities, such as the police, the tax office or other authorities, if such transfer is requested and provided for by the law.

#### **Where do we process your personal data?**

We process your personal data in Finland, but may from time to time process said data on servers located elsewhere in the EU or EEA.

#### **For how long do we keep your personal data?**

We keep your personal data only for as long as it is necessary for carrying out our contractual obligations toward you.

When we keep your personal data for other purposes than fulfilling our contractual obligations toward you, such as for accounting purposes, we keep your personal data only for as long as it is necessary to fulfil our legal obligations.

#### **Your right to access, rectification and to be forgotten**

You can ask for a copy of your personal data from us, if you wish to review what personal data we keep in relation to you.

You also have a right to correct incorrect or incomplete personal data and to request us to delete your personal data once the data is no longer necessary for the original purpose of processing.

You may further restrict our right to process your personal data for the time during which you review the personal data or if you consider that the processing of the personal data has not fulfilled legal requirement or if the personal data is required for submission of a legal demand.

#### **What is meant by your right to data portability?**

Your right to portability means that you are entitled to ask for a copy of your personal data from us in order to transfer it to a third party.

#### **Do we use cookies?**

Cookies are small text files consisting of letters and numbers that are saved on devices visiting a website. We may use cookies from time to time in order to gather information on our website activity. The purpose of this is to improve our website's user experience. With the help of cookies, we essentially follow the interaction that takes place on our website and do not monitor how individual visitors use our website. Internet browsers usually allow users to prohibit cookies or to change applicable cookie settings.

**Our contact details**

Controller: MK-Law Attorneys Ltd  
Business ID: 2319614-9  
Hirsalantie 11  
02420 Jorvas  
Finland  
Email: [info@mklaw.fi](mailto:info@mklaw.fi)

**Who supervises the processing of your personal data?**

Office of the Data Protection Ombudsman  
Contact details: <https://tietosuoja.fi/en/home>