

AVV. ELISA ANTONINI
LIC.IUR., MAS IN TAX LAW
ISCRITTA NEL REGISTRO CANTONALE DEGLI AVVOCATI
MEMBRO DATI

VIA S. GOTTARDO 87, 6780 AIROLO
TEL +41 91 930 61 76
FAX +41 91 930 61 96
WWW.STUDIOLEGALEANTONINI.CH

CUSTOMER DATA PROTECTION DECLARATION

The purpose of this data protection declaration is to illustrate how the law firm Avv. Elisa Antonini processes the personal data of its clients.

1. Responsible person and contact

The responsible person for data treatment is avv. Elisa Antonini, Via San Gottardo 87, 6780 Airolo.

If you have any questions about the processing of personal data or any other matters relating to data protection, you can contact us at the following address:

elisa@studiolegaleantonini.ch

2. Type of treated personal data and scope of the treatment

As part of the mandate, we process the following personal data:

- Customer data and data aimed at managing the mandate: name, surname and contact details of the interlocutors, function and title, company/department, sector, possible interrelationships (e.g. partners or close relatives) and other basic information from publicly available sources accessible (e.g. Commercial Register), any person who gave the study reference, content of the requests and mandate, counterparties and their representatives, as well as other information necessary to examine the existence of potential conflicts of interest.
- Data relating to the mandate: communications with clients, courts, opposing lawyers and third parties, consultancy documentation, information transmitted in the course of the mandate by or on behalf of clients, opposing lawyers, courts, authorities and other participants in the proceedings or who are set up during the mandate.
- Services and billing data: information on services provided and invoiced, billing data, description of services, invoices, payments, bank details.
- Additional information: any additional information provided by customers.

Personal data are processed primarily for the purposes of providing, documenting, invoicing and improving our services. Processing includes processing to comply with legal requirements (for example to verify potential conflicts of interest) and to ensure the exercise or defense of legal proceedings. Clients' personal data are also processed to communicate with them, to respond to their requests and to send them information relating to the firm/lawyer.

If you do not wish to receive communications, you can inform to the person in charge of data processing indicated in point 1 accordingly.

3. Transmission of personal data

We do not pass on any personal data to third parties without the consent of the data owner, unless this is in connection with the performance of the mandate or is necessary for the purposes described in this data protection declaration. In particular, the information may be passed on to courts, authorities, opposing parties, corresponding lawyers, legal protection insurance companies and other experts in the context of the execution of the mandate.

Furthermore, we may pass on personal data to commissioned entities, in particular to IT service providers and other service providers who, at our request, provide IT applications (e.g. collaboration platforms), support services and other services for the specified purposes in this data protection declaration.

4. Duration of storage of personal data

To the extent permitted by law, we process and store your personal data, as long as this is necessary to fulfill the respective purposes and deletion does not conflict with any legal retention obligations. If the data is not deleted because it is required for other legal purposes, its processing will be restricted. This means that the data is blocked and not processed for other purposes. This applies in particular to data that must be retained for accounting or tax reasons, or due to other legal requirements.

5. Rights of the data owner

The persons whose data are processed have the right to request information according to Article 25 of the Federal Data Protection Act of 25 September 2020.

As far as the processing is based on the consent of the interested party, the latter has the right to revoke his/her consent at any time with effect also for the future.

Furthermore, you can invoke other rights granted by the applicable data protection law.

To exercise these rights, the data owner may contact the person responsible for processing the data referred to in point 1. The request will be processed in accordance with applicable data protection law. Response to such a request may also be denied or limited in accordance with legal provisions.

Furthermore, the owner of the processed data has the possibility, according to the Federal Data Protection Act, to contact the Federal Data Protection and Information Commissioner (www.edoeb.admin.ch).

6. Changes to this data protection declaration

An amendment to this data protection declaration may be necessary, for example in the event of a change in legislation or a change in the way personal data are processed. In this case, the new version will be published on the firm's/lawyer's website: www.studiolegaleantonini.ch. As a rule, customers are informed by email if changes are made to this statement.