

PRIVACY NOTICE

Eversheds Attorneys Ltd.'s ("**Eversheds**") processing of personal data in the context of the telephone counselling provided to unions in private legal matters.

1 WHO PROCESSES YOUR DATA

Eversheds Attorneys Ltd. (Business ID: 2556202-6, address Fabianinkatu 29 B, 00100 Helsinki, Finland) processes your personal data as the controller for the purposes of the unions telephone counselling services.

2 WHO CAN YOU CONTACT IN QUESTIONS RELATED TO DATA PROTECTION?

If you have any questions related to data protection or you wish to exercise your rights, you may contact:

Eversheds Attorneys Ltd.
Data protection matters
Fabianinkatu 29 B
00100 Helsinki
Finland

tietosuoja@eversheds.fi

3 WHAT PERSONAL DATA DO WE PROCESS?

We will process the following information about you for managing the telephone counselling:

- name
- membership in the union
- membership number
- information about the subject area of your call
- other information you give us during your call

4 FOR WHAT PURPOSES DO WE PROCESS YOUR PERSONAL DATA?

We process your personal data for handling the telephone counselling.

5 ON WHAT GROUNDS DO WE PROCESS YOUR DATA?

We process your data to execute an agreement between your union and us concerning the telephone counselling.

6 FROM WHERE DO WE OBTAIN YOUR PERSONAL DATA?

We collect your personal data from you.

7 WHO DO WE SHARE YOUR PERSONAL DATA WITH?

To ensure that you are entitled to take advantage of the telephone service provided to you by your union, under the terms of our agreement with the member union, we may disclose the following information to the union:

- name
- membership in the union
- membership number
- information about the subject area of your call

8 WHAT RIGHTS DO YOU HAVE?

You can exercise your rights by contacting tietosuoja@eversheds.fi or

Eversheds Attorneys Ltd.
Data protection matters
Fabianinkatu 29 B
FI-00100 Helsinki, Finland

Right of access

You have the right to obtain from the controller confirmation as to whether we process personal data concerning you. You also have the right to access personal data concerning you as well as information on the processing of your personal data as set out in the Data Protection Regulation.

If you exercise your right to access the information, we will provide you with a copy of the personal data we process. If you request multiple copies, we may charge a reasonable fee for them on the basis of administrative costs.

Some of the data we process are on the basis of legislation and the code of conduct for attorneys subject to specific secrecy and confidentiality obligations which prevent giving access to such information.

Right to rectification

You have the right to request us to rectify any incorrect data without undue delay. You also have the right to have incomplete personal data completed by providing supplementary information.

Right to erasure

You have the right to have us erase personal data concerning you without undue delay if:

- your personal data is no longer needed for the purposes for which they were collected or otherwise processed;
- you object to the processing of your personal data on grounds relating to your particular situation and there are no legitimate grounds for processing;
- we have processed personal data unlawfully; or
- personal data have to be erased in order to comply with a legal obligation we are subject to.

Right to restriction of processing

You have the right to have us restrict processing of your personal data so that your personal data may, in addition to storing, be processed only with your consent or for the establishment, exercise or defence of legal claims or to protect the interests of another person if:

- you contest the accuracy of your personal data, in which case we will restrict processing for a period enabling the controller to verify the accuracy of the personal data;
- we process your personal data unlawfully and you oppose the erasure of the personal data and request the restriction of their use instead;
- we no longer need your personal data for the purposes of the processing but you require them for the establishment, exercise or defence of legal claims; or
- you have objected to the processing of your personal data on grounds relating to your particular situation and you are waiting for the verification whether our legitimate grounds override the grounds of your objection.

Right to data portability

You have the right to receive the personal data provided to us by you in a structured, commonly used and machine-readable format and the right to transmit those data to another controller if:

- our processing is carried out by automated means; and
- the processing is based either on your consent or is necessary for executing our agreement or performing pre-contractual measures upon your request.

The right to data portability is limited to conduct which does not adversely affect the rights and freedoms of others.

Right to object to processing of personal data

You have the right to object to the processing of your personal data on grounds relating to your particular situation if there are no legitimate grounds for the processing.

Right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint with the Data Protection Ombudsman (www.tietosuoja.fi) if you find that your rights under the Data Protection Regulation have been breached in the processing of the personal data.

9 HOW LONG DO WE STORE YOUR PERSONAL DATA?

We will store the personal data for as long as is necessary for the purposes for which they are processed or for complying with our legal obligations. In the storage periods, we will take into account, for example, the periods for filing suit enabled in legislation, bookkeeping obligations, requirements of anti-money laundering legislation, and the Finnish Bar Association's recommendations on storing documentation.

Bookkeeping material will be stored for six years starting from the end of the year during which the accounting period ended.

10 HOW DO WE ENSURE DATA SECURITY IN THE PROCESSING OF PERSONAL DATA?

We store your personal data in systems which are protected with firewalls, passwords and other technical and organizational measures generally accepted in the business at each time.

Any materials maintained manually are located in premises to which unauthorized access is prevented.

Only those of our employees who need to process the personal data for performing their working duties have access to the personal data we process.