

## 1. GENERAL

- 1.1 Raninger Hoedl Rechtsanwalts GmbH (**we, us** or **our**) respects your privacy and your personal data and complies with applicable data protection laws, in particular the General Data Protection Regulation (**GDPR**).
- 1.2 Personal data is any information relating to you as an identified person or that can be used to identify you directly or indirectly as a person (e.g. name, address, email address and phone number).
- 1.3 In this privacy policy (the **Privacy Policy**), we inform you about (i) which personal data we collect and store (in particular when establishing an engagement between you and us or during your visit and use of our website [www.greenlakelegal.com](http://www.greenlakelegal.com) (**Website**)) and for which purpose we process such personal data and (ii) the data protection rights to which you are entitled to by law.

## 2. WHICH PERSONAL DATA DO WE COLLECT AND FOR WHICH PURPOSE?

### 2.1 Engagement

- (a) In the course of establishing an engagement with you, we collect, store and process personal data of you (e.g. name, address, email address and phone number). We also source information regarding specific circumstances of the engagement from third parties (e.g. search engines and social networks).
- (b) We process this personal data to the extent (i) necessary and expedient for fulfilling our precontractual and contractual obligations with respect to you and the engagement and (ii) resulting from statutory obligations or duties under the professional rules applicable to Austrian lawyers.
- (c) By engaging us, you agree to us collecting, storing and processing your personal data to optimise our contact management.

- (d) The execution of the engagement may require us to transfer your personal data to third parties (*e.g.* to your opponent, to substitute lawyers, to insurance companies and service providers we may use and to which we provide data, etc.) and to courts or authorities.
- (e) Some of the recipients of your personal data are located abroad or outside the EU/EEA and process your personal data there. The level of data protection in other countries may not be exactly equal to the level of protection in Austria. We will ensure that the European level of data protection and the European data security standards are maintained. For this reason, we will transfer your personal data only to countries which the EU Commission decided have an appropriate level of data protection, or we will take measures to ensure that all recipients maintain an appropriate level of data protection.

## 2.2 Contact and Job Applications

If you actively contact us via the contact form on the Website, email or phone or submit a job application via any of the foregoing methods of transmission, we will use the provided personal data (*e.g.* name, address, email address and phone number) for the purposes of processing your request and answering to it (including follow-up questions) as well as managing our contacts. We process the provided personal data to fulfil our precontractual and contractual obligations or, in case of a job application, to assess whether we can offer you a suitable position. We also source information about you from third parties (*e.g.* search engines and social networks).

## 2.3 Website

- (a) We collect and store data through your use of the Website. This comprises, in particular, the following data: IP address, geography, channels/sources that brought you to the Website, interaction with the Website (number of visits and duration), used search engines (*e.g.* key phrases and keywords) as well as information about browser and device (type, screen size, internet service provider and operating system).
- (b) We collect this data based on legitimate interests for statistical evaluations to operate, secure and optimise the Website.
- (c) Google Analytics is used on the Website to improve the Website and your experience of using it. Google Analytics is a web analysis service of Google LLC. (**Google**) which uses cookies (*i.e.* tiny text files) that are temporarily stored on your device and saved by your browser. The information created by cookies is ordinarily transmitted to a server of Google in the USA or a different state outside of the EU and saved there. Google will use the information created by cookies to evaluate your use of the Website and create reports about the Website activities for us. We collect this data based on legitimate interests for statistical evaluations to operate, secure and optimise the Website.
- (d) The following data is collected by Google Analytics: IP address, geography, behaviour (new vs. returning), browser, data about usage of search engines, network, mobile device information (phone version, screen size etc.) and channels/sources that brought you to the Website.

- (e) You can prevent the placement of cookies through the settings of your browser or by downloading and installing the browser plug-in available at the following link: <https://tools.google.com/dlpage/gaoptout?hl=en>.

## 2.4 Google Maps

- (a) We use a web mapping service developed by Google (**Google Maps**) to show you a map and the location of our office. Google Maps may place cookies on your device if you use the map provided by Google Maps on the Website.
- (b) Please note that the interactive Google Maps features may not be available if you reject cookies which may prevent you to view the map on the Website.

## 3. WHO RECEIVES YOUR DATA?

- 3.1 Other than explicitly provided for in this Privacy Policy and unless this is required for the fulfilment of our obligations or to comply with mandatory law or authority requests, we will not share your personal data collected through your use of the Website with others.
- 3.2 Your personal data is also being processed by our service providers on our behalf. These service providers are providers of marketing tools, IT providers as well as providers of other tools, software solutions and similar services.

## 4. FOR HOW LONG DO WE STORE YOUR PERSONAL DATA?

We store your personal data as long as we require it for the fulfilment of the abovementioned purposes and our contractual and legal obligations. When we no longer need your personal data, we erase it from our systems and records or anonymise it so that you cannot be identified anymore.

## 5. HOW DO WE PROTECT YOUR PERSONAL DATA?

- 5.1 We have taken appropriate technical and organisational security measures to ensure the protection of your personal data against *e.g.* unauthorised, unlawful or accidental access, processing, loss, use and tempering.
- 5.2 Even though we constantly ensure a high standard of data protection, it cannot be completely ruled out that information which you have provided to us via the internet will be accessed or used by persons other than us.
- 5.3 Please note that we can therefore not assume any liability whatsoever for the disclosure of information due to errors in the data transfer and/or unauthorised access by third parties not caused by us (*e.g.* hacking of email accounts or telephones or interception of fax or other messages).

## 6. YOUR RIGHTS

### 6.1 Rights regarding data processing

Subject to the attorney-client privilege, you have the right to:

- access your personal data that is being processed by us (*i.e.* you can request information regarding collected and stored personal data of you, its origin and recipients, the duration of storage and the purpose of its processing);
- request completion, rectification or erasure of your personal data with respect to inaccurate, incomplete or unlawfully processed data;
- restrict the processing of your personal data *e.g.* in case of inaccurate, incomplete or unlawfully processed data until the issue is resolved;
- object to processing your personal data; and
- receive personal data concerning you in a structured, commonly used and machine-readable format or instruct us to transmit such data directly to a third person of your choice, if technically feasible.

### 6.2 Withdrawal of consent

- (a) You can withdraw your consent for us to process your personal data without stating a reason at any time to hinder further processing of your personal data by us based on your consent.
- (b) If you withdraw your consent for us to process your personal data, we will ask you to give us reasons for doing so. We will examine these and either cease or adjust the processing of your personal data or inform you of legitimate reasons why it is necessary to continue processing your personal data.

### 6.3 Complaints with the supervisory authority

- (a) If you believe that the processing of your personal data by us violates data protection laws or that your data protection rights have otherwise been violated by us in any way, you can file a complaint with the competent supervisory authority. The competent supervisory authority for us is:

Austrian Data Protection Authority  
Barichgasse 40-42,  
1030 Vienna  
Austria/Europe

- (b) However, in case you are unhappy with the processing of your personal data by us, please directly contact us via the Website, email or phone along with an electronic copy of an identity document to verify your identity. We are confident that we will resolve any issues in an easy and expedited way.

## **7. WHO IS RESPONSIBLE FOR PROCESSING YOUR PERSONAL DATA?**

Responsible for processing your personal data is:

Raninger Hoedl Rechtsanwalts GmbH  
Vorgartenstrasse 206B  
1020 Vienna  
Austria/Europe  
FN 510344g, Commercial Court of Vienna

[office@greenlakelegal.com](mailto:office@greenlakelegal.com)

T: +43 (1) 361 2250

F: +43 (1) 361 2250 800

Should you have any questions concerning your personal data, please do not hesitate to contact us via the Website, email or phone.

## **8. CONSEQUENCES OF FAILURE OF YOU TO PROVIDE PERSONAL DATA**

The provision of your personal data is generally voluntary. However, if you do not provide us with your personal data, we may not be able to provide our services to you or with the quality that we would like to provide.

## **9. AUTOMATED INDIVIDUAL DECISION MAKING**

We do not use automated individual decision-making according to Article 22 of the GDPR.

## **10. UPDATES**

We are constantly updating our online presence and may also adjust this Privacy Policy. Please access this Privacy Policy regularly to remain up-to-date.