

Data Controller

Nikula Legal Ltd

Address: Hevossalmentie 18 D, 00870 Helsinki

Phone: +358 50 341 6562

Email: info@nikulalegal.fi

Contact person and data protection officer

Anne Nikula, Master of Laws, owner of Nikula Legal Oy

Purpose and legal basis for processing personal data

Personal data is used in the management of Client relationships and assignments, to develop operations, to ensure the quality of service, to billing, collection of fees. Personal data is not used for statistics or marketing.

Personal data is processed as part of the law firm's legal obligations:

- for identification of the Client
- accessibility assessment by a lawyer
- for the prevention of money laundering;
- for communication

Personal data is only disclosed to authorities and parties that have legal right to receive personal data or if the disclosure is subject to the Client's consent.

Personal data processed

The personal data of a private person that is processed includes:

- first name and last name, date of birth
- address, email address, phone numbers

The company's personal data that is processed includes:

- company name, business ID
- address, email address, phone number
- the company's representative(s) and the role of the representative
- contact details of the representative

Financial data (income, assets, debts and creditworthiness) is collected on the basis of the information provided by the Customer. Asiakastieto Oyj's credit rating may be requested in the context of the assignment agreement.

Other information that is stored as needed:

- Client's messages and documents provided by the Client;
- the lawyer's notes on the conversations

Regular sources of information

The information is mainly obtained from the customer himself, to which may be attached information or documents provided by an authority or a third party that are necessary for the purpose of carrying out the assignment.

Retention of personal data

Personal data related to the assignment and data collected for the purpose of managing the assignment the data is stored for the best possible management of the assignment, and appropriately. Personal data is stored for ten (10) years termination of the assignment.

Disclosure of personal data

The law firm Nikula Legal Ltd does not disclose information to third parties. Invoicing and payment information is inevitably transmitted to the accounting material.

Data is only disclosed to the authorities when it is legally required by law. Otherwise, the disclosure of information to a third party always requires the explicit permission.

Transfer of data outside the EU or EEA countries

The data will not be disclosed outside the EU or EEA countries or to international organizations.

Data may be disclosed as part of the performance of the assignment and with the Client's permission to an authority, a bank, or a collaborating lawyer or other party operating abroad, in which case only relevant information - from the point of view of the assignment - is disclosed. The Client is always informed of the matter in advance and can refuse the disclosure of information if they wish.

Automated decision-making

Nikula Legal does not use automated decision-making.

Rights of the data subject

You always have the right to access and inspect your personal data.

The request for review can be sent to Nikula Legal. When requesting a review

You will need to prove your identity.

You always have the right to rectify inaccurate and incorrect information about your personal data.

Make the request in writing to Nikula Legal, and indicate the information to be rectified and its exact form altered or amended. Be prepared to testify Your identity. Nikula Legal Oy is registered in the Regional State Administrative Agency's supervisory register and the law firm's obligation is to request and keep sufficient Client information. For this information, you can't request the deletion or transfer of your personal data to another system nor object in principle to the processing of your personal data.

Right of appeal to the supervisory authority

If you believe that your personal data is being processed unlawfully, you can lodge a complaint:

Office of the Data Protection Ombudsman
Lintulahdenkuja 4, 00530 Helsinki
P.O. Box 800, 00531 Helsinki
tietosuoja@om.fi
tel. international +358 29 566 6768
<https://tietosuoja.fi>