

Data Controller

Nikula Legal Ltd
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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 relationship and assignments, to develop operations, to ensure the quality of service, to billing, collection of fees. Personal data is not used for statistics nor for marketing.

The purpose of processing personal data is to identify and serve customers and users in different situations.

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

- for identification of the Client
- accessibility assessment by the lawyer
- for prevention of money laundering and other criminal actions
- for communication.

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

Personal data processed

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

- first name and last name
- date of birth, tax number
- address, e-mail address, phone numbers
- possible profession and role in a company/organisation

The company's personal data that is processed includes:

- company name, business ID, VAT number
- address, email address, phone number
- company's representative(s) and roles of those representatives is necessary with regard to the assignment

Financial data (income, assets, debts and creditworthiness) is collected on the basis of the information provided by the Client. Credit rating may be requested in connection with the assignment if needed.

Other information that is stored – if needed:

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

Regular sources of information

The information is mainly obtained from the Client, 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. Nikula may also check out Google and social media.

Retention period 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. Personal data is stored for ten (10) years from the termination of the assignment.

Disclosure of personal data

The law firm Nikula Lega Ltd doesn't disclose information to third parties. Invoicing and payment information is inevitable transmitted via banks and to the accounting material.

Data is only disclosed to the authorities and certain third parties (eg. in connection with bankrupt) when it's legally required by law. Otherwise, the disclosure of information to a third party always requires the explicit permission of the Client.

Information may be disclosed, for example, to the tax authority (based on Act on Assessment Procedure) or other (Act on the Prevention of Money Laundering and Terrorist Financing).

Transfer of data outside the EU or EEA

Nikula Legal, Finland, will not disclose data outside the EU or EEA or to international organizations without the Client's consent. Data may be disclosed as part of the performance of the assignment and with Client's permission to an authority, a bank, or a collaborating lawyer or other party operating abroad ... in which case only relevant information concerning the assignment is disclosed.

The Client is always informed of the matter in advance and can prohibit the disclosure of information if they wish.

Nikula Legal trusts the soft-ware company Wix.com Ltd that is an Israeli owned company publicly listed in the U.S.A. Wix provides cloud-based web-development services for Nikula Legal. Nikula Legal websites include HIPAA protocol.

Nikula Legal offers a secure email contact to its Clients.

Automated decision-making

Nikula Legal does not use automated decision-making.

Rights of the data subject

1. You always have the right to receive and inspect your personal data. The review request can be sent to Nikula Legal. When requesting a review you need to prove your identity.
2. You always have the right to rectify inaccurate and incorrect information about your personal data. Make the request in writing to Nikula Legal. In the request, indicate the information to be rectified and its exact form altered or changed. Be prepared to prove your identity.
3. Nikula Legal Oy is registered with the Regional State Administrative Agency. The law firm is obliged to request and keep sufficient Client information. With regard to this data, you cannot request the deletion or transfer of your personal data to another system, nor can you object in principle to the processing of your personal data.

Right to lodge a complaint with a supervisory authority

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

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

Thank you for your Trust, Anne Nikula / Nikula Legal Ltd