

## Privacy Data Statement

### 1. Name and contact of the responsible person

**This privacy data statement applies to the processing of data by:**

Simone Fillies  
Oranienstr. 43 b  
65812 Bad Soden am Taunus  
Tel.: 0049 (0)6196 999 56 11  
info@simonefillies-beratung.com  
www.simonefillies-beratung.com

### 2. Processing of personal data, category and purpose of its use

If you mandate me, I collect the following personal data:

- title, first name, last name,
- valid e-mail address,
- address,
- phone number (mobile or fixed line)
- information that is required to claim or defend your rights within the framework of your mandate

**I collect such data to,**

- identify you as my client;
- appropriately advise you;
- correspond with you;
- issue an invoice;
- process possible liabilities or to enforce possible claims against you.

The processing of data occurs upon your request and is, for the above-mentioned purposes, required to appropriately handling your business and to mutually fulfil the contractual duties in accordance with Art. 6 para. 1 s. 1 lit. b GDPR.

The personal data collected for the mandate will be stored until the end of the term of the legal obligation to retain data and erased afterwards unless that I am obliged to retain data for a longer time according to Art. 6 para. 1 s. 1 lit. a GDPR or you agreed so.

### 3. Transfer of data to third parties

No transfer of your personal data to third parties for other than the listed purposes occurs.

Your personal data will be transferred to third parties as far as it is necessary for the execution of our contract according to Art. 6 para. 1 s. 1 lit. b GDPR. This particularly implies the transfer to potential clients or its representatives for correspondence. The data transferred may only be used by third parties for the purposes mentioned herein.

## 4. Your rights

### You have the right to:

- withdraw your consent at any time according to Art. 7 para. 3 GDPR. This results in the fact that I am no longer allowed to process data based on your consent in the future;
- obtain from me confirmation as to whether or not personal data concerning you are being processed, according to Art 15 GDPR. Particularly, you have the right to obtain information about the purposes of the processing; the categories of personal data concerned; the recipients or categories of recipient to whom the personal data have been or will be disclosed, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period; the existence of the right to request from me rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing, lodge a complaint with a supervisory authority; where the personal data are not collected from the you, any available information as to their source, and about the existence of automated decision-making, including profiling and, in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing;
- obtain from me without undue delay the rectification of inaccurate personal data concerning you, according to Art. 16 GDPR. Taking into account the purposes of the processing, you shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement;
- to obtain from me the erasure of personal data concerning you without undue delay where the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed, for exercising the right of freedom of expression and information, and where there is no other legal ground for the processing, or for the establishment, exercise or defence of legal claims according to Art. 17 GDPR;
- obtain from me restriction of processing where the accuracy of the personal data is contested by you, the processing is unlawful, and you oppose the erasure of the personal data and requests the restriction of their use instead, I no longer need the personal data for the purposes of the processing, but they are required for the establishment, exercise or defence of legal claims, you have objected to processing pursuant to Art. 21 GDPR, according to Art. 18 GDPR;
- receive the personal data concerning you, which you have provided to me, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller, according to Art. 20 GDPR; and
- lodge a complaint with a supervisory authority. You can do so at an authority of your habitual residence, place of work or place of my registered office, according to Art. 77 GDPR.

## 5. Right to object

In case your personal data are being processed on the basis of Art. 6 para. GDPR, you, according to Art. 21 GDPR, have the right to object based on grounds relating to your particular situation.

If you want to object, it is sufficient to send an e-mail to: [info@simonefillies-beratung.com](mailto:info@simonefillies-beratung.com).