

Privacy policy

The protection of your personal data is of particular concern to us. We collect, use and store your personal data in compliance with legal professional secrecy (Art. BGFA13, Art. StGB321) and exclusively within the framework of the Swiss Data Protection Act and, where applicable, the EU Data Protection Regulation.

This privacy policy explains how we may collect and process your personal data and what rights you have in doing so.

1. Name and contact details of the responsible person

DUFOUR Advokatur AG, Dufourstrasse 49, Basel4010 is responsible for your personal data that we collect or receive in the course of our business.

2. Collection and processing of personal data

We collect and process your personal data by name as follows:

2.1. Legal services

In the course of our legal services, we collect and process personal data about clients, associated persons, counterparties, authorities, courts, third parties and other persons, as well as their respective representatives and employees. The types of data we may collect include, but are not limited to, name and address information (such as your address, email address and telephone number), nationality, areas of business interest, professional background and information of any kind from correspondence, contacts and interactions with us. We also process information of any kind that is disclosed to us as part of our services or that we collect ourselves. In exceptional cases, the information may also include particularly sensitive personal data.

We obtain personal information directly from you, our clients, other persons involved, and their respective agents and/or employees. We may also obtain or create and process personal information from third parties such as your employer, other organisations with which you have dealings, regulators, government agencies, courts, other law firms or other advisers. We also process personal data from publicly available sources.

We process this data to provide our services to our clients, to run our company's business (e.g. to carry out administrative and organisational processes), to monitor and analyse our business and to improve our services and products.

2.2. Events and Legal Updates

We use your address data for sending out New Year's cards, invitations to events and for sending out brochures or newsletters and the like from DUFOUR Advokatur.

2.3. Visit the website

2.3.1. Log files

When you visit our website www.dufour-advokatur.ch, the browser used on your end device automatically sends information to the server of our website. This information is temporarily stored in a so-called log file. The following information is collected without your intervention and stored until automatic deletion:

- IP address of the requesting computer,
- Date and time of access,
- Name and URL of the retrieved file,
- Website from which access is made (referrer URL), browser used and, if applicable, the operating system of the computer used as well as the name of the Internet service provider.

The above data will be processed by us for the following purposes:

- Ensuring a smooth connection of the website,
- Ensuring a comfortable use of our website,
- Evaluation of system security and stability, and
- for other administrative purposes.

Our legitimate interest is based on the data collection purposes listed above. In no case do we use this collected data for the purpose of drawing conclusions about your person.

2.3.2. Cookies

Our website uses cookies. Cookies are text files that are stored in the internet browser or by the internet browser on the user's computer system. When a user accesses a website, a cookie may be stored on the user's operating system. This cookie contains a character string that enables the browser to be uniquely identified when the website is called up again.

We use cookies in the following ways:

- Google Analytics: Google Analytics provides us with information about how visitors use our website. Google LLC uses cookies to collect anonymous information, such as the number of visitors to the website, where visitors log in from, which pages they view and how long they stay on our website. The terms of use of Google Analytics can be found at <https://marketingplatform.google.com/about/analytics/terms/de/>.

- Our website uses the Google Maps product from Google LLC. By using this website, you consent to the collection, processing and use of automatically collected data by Google LLC, its agents and third parties. The terms of use of Google Maps can be found at https://www.google.com/intl/de_de/help/terms_maps.html.
- Our website uses so-called web fonts provided by Google LLC for the uniform display of fonts. When you call up a page, your browser loads the required web fonts into its browser cache in order to display texts and fonts correctly. For this purpose, the browser you use must connect to Google's servers. This enables Google to know that our website has been accessed via your IP address. Google Web Fonts are used in the interest of a uniform and appealing presentation of our online offers. If your browser does not support web fonts, a standard font will be used by your computer. Further information on Google Web Fonts can be found at <https://developers.google.com/fonts/faq> and in Google's privacy policy at <https://policies.google.com/privacy>.

You can set your browser to block cookies or to warn you when cookies are sent to your computer. If you deactivate the receipt of cookies, you may not be able to use all the functions of our website. If you continue to use the DUFOR Advokatur website without changing your browser settings, you implicitly agree to the installation of our cookies on your computer.

2.3.3. Use of the contact form

If you have any questions, we offer you the possibility of contacting us via a form provided on the website. We collect your name, address and e-mail address. Further information can be provided voluntarily.

Data processing for the purpose of contacting us is based on your voluntarily given consent.

The personal data collected by us for the use of the contact form will be deleted periodically after the request you have made has been dealt with.

2.3.4. Integration of third-party services and content

Third-party services and content, such as videos from YouTube, RSS feeds or graphics from other websites, may be integrated within our online offer. This always requires that the providers of this content are aware of the IP address of the user. Without the IP address, they could not send the content to the browser of the respective user. The IP address is therefore necessary for the presentation of this content. We endeavour to only use content whose respective providers only use the IP address to deliver the content. However, we have no influence on whether these providers use the IP address to deliver the content.

e.g. for statistical purposes. Insofar as we are aware of this, we inform the user about it.

2.4. Applications

If you apply for a job or for a career event at DUFOUR Advoca- tur, you will have to provide us with personal information and, if applicable, sensitive personal data. By applying for a job with us, you give your express consent to the use of this information. We use this information to review your application. We may also use this information to check the information you have provided to us (including checking references, background, identity, and criminal records).

2.5. Alumni

If you are a former employee or partner of DUFOUR Law Firm, we collect personal information such as your name, contact information (such as address, email address and telephone number), information about your employment with us and thereafter, and other information we have received from you.

We use this information to keep in touch with you.

2.6. Other contacts

We also collect and process personal data when you provide us with services or products, when we review your products or services, and generally when you request or provide us with information.

3. Basis for data processing

We will only process your personal data if and to the extent permitted by applicable law. We process your personal data when:

- this is necessary for the performance of a contract with you or the organisation for which you are working; or
- this is necessary for the fulfilment of legal obligations; or
- You have given your consent (where required) to the processing or the organisation you work for has obtained your consent (where required) to disclose your personal data to us; or
- we or a third party, in particular one of our clients, has a legitimate interest in doing so and your interests, fundamental rights and freedoms do not override this. Such legitimate interests include, in particular, the provision of legal services to our clients.

4. Disclosure of personal information

Where necessary or appropriate for the provision of our services, we may disclose personal information that we collect in the course of providing our legal services to third parties (such as consultants, related parties, courts, authorities, government agencies, and other persons) in Switzerland, the EU or other countries. We may further disclose personal data to third parties if:

- you have given your consent (where required) or the organisation you work for has obtained your consent (where required); or
- we are required to do so by legal, regulatory or business obligations (for example, to comply with money laundering or sanctions regulations); or
- this is necessary in connection with legal proceedings, or to assert or defend claims; or
- this is legally permissible and necessary for the processing of contractual relationships with you.

We work with third parties who provide services to us and may share your personal data with them, for example banks, insurance companies or IT providers who may have access to your personal data during software support.

5. Data security

We use 256-bit encryption within the website visit. You can see whether an individual page of our website is transmitted in encrypted form by the closed display of the key or lock symbol in the status bar of your browser.

We expressly point out that data transmission by e-mail is normally not encrypted. Contacting us by e-mail is not suitable for confidential communication.

We also use appropriate technical and organisational security measures to keep your data safe in electronic or physical form and to protect it against accidental or intentional manipulation, partial or total loss, destruction or unauthorised access by third parties. Our security measures are continuously improved in line with technological developments.

Our partners, employees and third-party service providers who have access to confidential information (including personal data) are subject to confidentiality obligations.

6. Duration of storage

We keep your personal data for as long as it is necessary for the purposes for which it is processed. We also retain your personal data in order to comply with legal and regulatory obligations, for as long as claims may be brought against us or where legitimate interests, in particular the security of our data, require us to do so.

7. Your rights

You have rights concerning your personal data held by us which you can exercise in certain circumstances. These rights are:

- To obtain information about your personal data and certain aspects of the processing; and
- Request rectification of your personal data; and
- Request deletion of your personal data; and
- Request restriction of the processing of your personal data; and
- object to the processing of your personal data.

If you have consented to the collection, processing or transfer of your personal data for a particular purpose, you may withdraw your consent for that particular processing at any time. If we receive notice that you withdraw your consent, we will no longer process your personal data for those specific purposes unless we have another legitimate interest in doing so.

We may refuse to provide information to the extent that data protection law or other laws, in particular concerning legal professional privilege, permit or require us to do so. We will inform you of the reasons for our decision if legally required.

If you wish to exercise your rights, please contact us in writing by email basel@dufo.ch or by post:

DUFOUR Advokatur AG
Dufourstrasse 49
4010 Basel

You will not normally have to pay a fee to exercise your rights. However, we may charge a fee if permitted by applicable data protection law, which we will inform you of as provided by law.

If you feel that we have not dealt with your enquiry or concern about data protection to your satisfaction, you can contact the relevant authority, in Switzerland the Federal Data Protection and Information Commissioner.

Due to the further development of our website and offers on it or due to changed legal or official requirements, it may become necessary to change this data protection declaration. You can access and print out the current data protection statement on our website (<https://dufour-advokatur.ch/datenschutzerklaerung/>).

23. November 2018