

Privacy statement and cookie policy

Last updated March 5, 2021

This privacy statement concerns personal data processed by Advokatfirmaet BAHR AS (hereinafter referred to as «BAHR» or «we»).

BAHR is committed to your privacy and processes personal data in accordance with the data protection legislation applicable at any given time, including the EU General Data Protection Regulation (GDPR). This privacy statement includes, *inter alia*, information on how BAHR processes your personal data and what are your rights.

1. Data controller

Advokatfirmaet BAHR AS, represented by its General Manager, is the data controller for your personal data. This also applies when BAHR receives personal data in connection with the provision of legal services. BAHR will only as a matter of exception process personal data as a data processor. A separate agreement regulating the rights and obligations of the parties will be concluded in such instances.

The contact details of BAHR are:

- Address: Tjuvholmen allé 16, 0252 Oslo
- E-mail: post@bahr.no
- Telephone: +47 21 00 00 50
- Enterprise registration number: 919 513 063

2. Which personal data are processed and what are these used for?

2.1 Legal services

In connection with BAHR's provision of legal services, including the establishment and administration of client relationships, BAHR will collect and process personal data on individuals affiliated with our clients or other individuals referred to in correspondence, case documents, etc., that we get access to or prepare in connection with our case handling.

We process personal data to the extent necessary for purposes relating to BAHR's legitimate interest. We have a legitimate interest in providing our services at the instruction of our clients in accordance with their expectations and needs, which include, but are not limited to, the following:

- Clarifying any conflict of interest
- Establishing client relationships
- Conducting client due diligence
- Handling cases/providing legal services
- Managing client relationships
- Invoicing
- IT operations
- Information security
- Filing and storage
- Internal knowledge management

Ref.:#DocNo/Version

If you are a private client, the basis for processing may also be that such processing is necessary to perform our obligations under an agreement with you.

BAHR will also process personal data as the result of legal obligations. Examples are obligations under the anti-money laundering legislation, the bookkeeping legislation, the Courts of Justice Act and the Legal Practitioner Regulations.

In those instances where the processing includes special category data, such processing will be based either on individual consent or on said processing being necessary to determine, pursue or defend a legal claim. Examples are data on trade union membership, health and criminal offences. In addition, the processing of data on criminal convictions and criminal offences, etc., is governed by Section 11 of the Personal Data Act.

BAHR collects and processes, *inter alia*, the following personal data:

- **Contact details:** These include name, e-mail address, telephone number, title, company affiliation.
- **Beneficial ownership details:** Name, ownership stake, copy of ID document.
- **Case details:** Any details of relevance to the provision of legal services. Such details may relate to the client's employees, owners, opponents, witnesses, opponents' lawyers and others who are in some way related to the case or featured in the case documents.
- **Invoicing details:** Contact details of the person responsible for processing invoices.
- **Profile details:** These include contact details, user ID and information that the user him- or herself chooses to disclose upon creating a user profile for our digital interaction tools.

Additional information on BAHR's processing of personal data in connection with the provision of legal services is set out in our terms of business.

2.2 Recruitment for permanent or temporary employment with BAHR

We have prepared a separate privacy statement regarding BAHR's processing of personal data in connection with recruitment for permanent or temporary employment with BAHR. This privacy statement is available on our website: <https://bahr.no/career>.

2.3 Suppliers and other business partners

We will process personal data in connection with our agreements with suppliers and other business partners. The personal data that will be processed are contact details and other information that are considered necessary to respond to communications, or to conclude or comply with agreements.

For individuals, the basis for processing will be agreements. Where the supplier or other business partner is a company, personal data are processed on the basis of BAHR's legitimate interest. Said legitimate interest is the need for maintaining a dialogue in connection with a potential or existing agreement.

2.4 Distribution of newsletters, as well as information on seminars, lectures and events, etc.

When you register to receive newsletters and invitations, etc., via our website, you will need to state your e-mail address, first name, last name and firm/employer. You may also specify which industries

and fields of expertise you are interested in. The personal data will be used for distribution of newsletters, as well as information on seminars, lectures and other updates, by e-mail.

You may also sign up for relevant seminars and events via the website, or by following links from BAHR's Facebook and LinkedIn profiles. Upon registration, you first need to state your first name, last name, e-mail address and firm/employer, or university if you are a student. These personal data are used to confirm your registration and to invite you to other relevant seminars and events, as well as for follow-up in connection with such events. It is stated in the invitation that you will (if you register to attend) receive an e-mail after the seminar/event in which you will be asked to evaluate it on an anonymous basis. The evaluation is comprised of a few simple questions, including, *inter alia*, what you think of the seminar/event and how it was conducted. All participation in such evaluations takes place on a voluntary basis.

We may also use your contact details to send you newsletters, as well as information on seminars, lectures and events, if we have in the last few years provided legal services to you or your employer or if there is otherwise a natural relation.

The basis for processing is either BAHR's legitimate interest in sending information and marketing communications to clients and business partners to inform them of news and events, or the consent of the addressee.

Recipients of our newsletters and other marketing communications may at any given time inform us that they do not wish to receive additional marketing communications. If you want us to stop sending you such communications, you may use a link to an unsubscribe form at the bottom of the newsletter/invitation to unsubscribe from marketing communications. You may also unsubscribe from a newsletter for a specific industry or field of expertise by using a different link at the bottom of the newsletter/invitation.

2.5 Website administration and cookie use

BAHR uses the analysis tool Google Analytics, which makes use of cookies placed on our website. A cookie is a text file that is stored in your browser when you access a website. This means that your IP address will be registered when you visit our website, in order to provide us with information on website traffic and patterns of use, but we will not use this information to identify you. Your IP address is anonymised before information is stored and is used to compile statistics that are, *inter alia*, used for developing and improving the website.

Data collected through Google Analytics are stored on Google's servers in the US, and are processed in accordance with Google's privacy policy. This policy is available [here](#).

The basis for processing data by way of registering an IP address before it is anonymised is BAHR's legitimate interest in ensuring optimal operation of its website.

Cookie use requires your consent. Advance browser settings to the effect that you accept cookies are considered to be consent. You may change your browser settings at any given time if you do not want to accept a cookie. For more information on cookies and how you may change your browser settings, see <https://nettvett.no/informasjonskapsler/>.

3. With whom we share your personal data

3.1 Data processors

BAHR will only share your personal data with third parties if these provide IT, operational, maintenance or other technical services to BAHR. We have in order to safeguard your rights concluded data processing agreements with such third parties, which agreements imply, *inter alia*, that your personal data cannot be used for any other purpose than that agreed with you.

Our use of data processors may result in your personal data being transferred to data processors that are located in countries outside the EU/EEA. This implies that personal data may be transferred to a country whose regulations do not provide the same extent of data protection as the regulations in Norway. Such transfers will, in order to safeguard your privacy, only take place in compliance with the data protection legislation applicable at any given time, for example via contractual arrangements approved under the GDPR. We will upon request provide further information on the applicable basis for such transfer.

3.2 Other third parties

BAHR will not disclose your personal data to others unless we have a lawful basis for such disclosure. Examples of such a basis are that you have consented to it, that disclosure is necessary for the provision of legal services or that we are required by law to disclose information. If the recipient is located in a country outside the EU/EEA, disclosure will only take place on a lawful basis.

Examples of third parties with whom we may share your personal data are opponents, courts of law or other advisors if necessary in connection with a specific case.

4. Your rights

You have the right, subject to certain limitations, to demand access, rectification or erasure of the personal data we process in relation to you. You also have the right to restrict processing, to object to processing and to demand data portability if certain conditions are met. You will find more information on the substance of these rights and when these can be invoked on the Norwegian Data Protection Authority's website: www.datatilsynet.no.

BAHR does not make use of automated decisions, including profiling.

If our basis for processing is your consent, you may revoke this at any given time by contacting BAHR on the following e-mail address: marked@bahr.no.

If you have any question about our processing of personal data or would like to exercise any of your rights, please contact us by e-mail at: marked@bahr.no.

If you believe that we are violating the data protection legislation, you may file a complaint with the Norwegian Data Protection Authority. You will find information on how to contact the Norwegian Data Protection Authority on its website: www.datatilsynet.no.

5. Erasure of personal data

Personal data will only be stored for as long as is necessary to attain the purpose of their processing.

This means, for example, that any personal data we process on the basis of your consent will be erased once such consent is revoked. If the basis for processing is our legitimate interest, the personal data will be erased as soon as there is no longer such legitimate interest. Any data stored pursuant to statutory obligations will be erased once such obligations no longer apply. Typical examples of this are the retention obligations under the anti-money laundering legislation and the bookkeeping legislation.

Case documents will be retained for as long as is deemed relevant by BAHR; normally 25 years. This storage period is considered necessary out of consideration for the client and BAHR's legitimate interest in being able to consult older case details that may be of relevance to dispute or case handling.

6. BAHR's social media profiles

BAHR has registered user profiles in the following social media:

- **Facebook**, privacy policy:
<https://www.facebook.com/business/gdpr>
- **Instagram**, privacy policy:
[https://help.instagram.com/519522125107875/?helpref=hc_fnav&bc\[0\]=Instagram%20Help&bc\[1\]=Privacy%20and%20Safety%20Center](https://help.instagram.com/519522125107875/?helpref=hc_fnav&bc[0]=Instagram%20Help&bc[1]=Privacy%20and%20Safety%20Center)
- **LinkedIn**, privacy policy:
<https://www.linkedin.com/legal/privacy-policy>
- **Vimeo**, privacy policy:
<https://vimeo.com/privacy>

BAHR's user profiles have been created in accordance with the terms of use of these social media. BAHR processes personal data in accordance with the terms applicable to each platform at any given time and in compliance with all relevant data protection provisions.

The social media use cookies when you are using their services. Information on what personal data are collected and how these are used by the respective social media can be found in their privacy policies.

7. Measures to safeguard your personal data

BAHR is committed to ensuring that no unauthorised parties get access to your personal data. BAHR is therefore using multiple forms of security technology to ensure a high level of protection against unauthorised access and misuse of your personal data. BAHR has also established internal procedures to safeguard your privacy.

8. Disclaimer of liability, etc.

The contents of this website are only intended as general information and shall neither replace, nor be considered, legal advice. You are welcome to contact one of our lawyers if you have any specific legal questions.

9. Use of information from the website

Any copying and dissemination of information from this website shall require the written consent of BAHR.

10. Contact address for any questions

If you have any questions regarding BAHR's processing of personal data, potential changes, etc., you are always welcome to contact BAHR's Marketing Department by e-mail at marked@bahr.no.

11. Amendments to the privacy statement

This privacy statement will be updated whenever needed. The privacy statement applicable at any given time will be available on our website.