

## Client Questionnaire

Name, First Name

Adress

Phone Number

Mobile Phone Number

E-Mail

Birthday date and place

Nationality

Marital status

Profession

Drivers license

Criminal records/  
previous convictions

Your request

File Number

Police station /  
public prosecutor/  
court (location)  
Keyword (f.e. Fraud)

How did you hear  
about Hanse Strafrecht?  
(Internet,  
recommendation)

### Confirmation

With my signature I confirm having read the information sheet  
“Purposes of data processing” as well as received and understood  
the cancellation policy as a consumer (§§ 312b f. BGB). Please  
inform us about any changes during our cooperation.

Place, date\_\_\_\_\_

Client\_\_\_\_\_

### General notes on data processing

1. Name and contact data of the person responsible for data processing; data protection officer

This data protection information applies for the data processing by: Responsible person: Attorney at  
law Virginia von Burgsdorff, Grossmannstraße 129, D-20539 Hamburg; e-mail: info@hanse-  
strafrecht.de; phone: +49 (0) 40 44 55 66 Fax: +49 (0)40 78 16 77

## 2. Collection and storing of personal data; nature, purpose and usage

When you mandate us we collect the following data: Title, surname, name, a valid e-mail address, residential address, phone number (land line number and/or mobile) information necessary to claim and defend your rights in the context of the mandate.

Purposes of collecting this data: To identify you as our client; to appropriately give you legal advice and represent you; to communicate with you; for invoicing; for settlement of liability claims and asserting potential claims against you.

The data is collected on your request; it is necessary for appropriate processing of the mandate and fulfillment of obligations of the mandate contract, Art. 6 (1) s. 1 b) DSGVO (eng.: General Data Protection Regulation). The collected personal data will be stored until the legal data retention period expires (6 years after the calendar year in which the mandate has ended), after that the data will be deleted unless we are not obligated by Art. 6 (1) s. 1 c) DSGVO to store them for a longer period because of storing/documentation obligations by tax or mercantile law or because you consented in storing the data for a longer period (Art. 6 (1) s. 1 a) DSGVO).

## 3. Disclosure to third parties

The disclosure of your personal data to third parties for other purposes than the listed below will not take place. Your personal data will be passed on to third parties if it is necessary for the settlement of mandate relationships with you (Art. 6 (1) s. 1 b) DSGVO). In particular this will be the disclosure to opposing parties and their representatives (especially their lawyers), courts and other public authorities for corresponding purposes and to claim and defend your rights. The third party is only allowed to use the disclosed data for the stated purposes. The attorney-client privilege remains unaffected. If the data is subject to the attorneyclient relationship the data will only be passed on to third parties with your consent.

## 4. Rights of affected persons

You have the right:

- to revoke your consent to us anytime, Art. 7 (3) DSGVO. In consequence we are not allowed to process your data in the future;
- to request information concerning the processed personal data (Art. 15 DSGVO), in particular information about the process purposes, category of the personal data, categories of recipients who

received or will receive your data, the planned period of storage, the existence of a right of correction, deletion, restrictions of processing or objection, rights of appeal, origin of your data if not processed at HANSE STRAFRECHT, the existence of automated decision-making incl. profiling and, if necessary, significant information concerning details;

- to demand the immediate correction of false or completion of incomplete personal data stored at HANSE STRAFRECHT (Art. 16 DSGVO);
- to demand the deletion of your personal data stored at HANSE STRAFRECHT as long as the data processing is not necessary for exercising the right of freedom of speech and information, to fulfill a legal obligation, for reasons concerning the public interest or to claim, exercise or defend rights (Art. 17 DSGVO);
- to demand the limitation of processing your personal data since you object the correctness of the data, the processing is illegal but you reject the deletion and we do not need the data anymore but you need it to claim, exercise or defend rights/legal claims or you object the processing according to Art. 21 DSGVO (Art. 18 DSGVO);
- to receive the personal data you provided in a structured, common and machine-readable format or to demand the transfer to another person responsible (Art. 20 DSGVO); • to complain to a supervisory authority (Art. 77 DSGVO). You can contact the local supervisory authority of your usual habitual residence or workplace or our office location.

## 5. Right to object

You have the right to object against the processing of personal data in accordance to Art. 21 DSGVO if your personal data is processed on the basis of legitimate interests according to Art. 6 (1) s. 1 f) DSGVO and if there are reasons resulting from your specific situation. If you want to exercise your right to object it is sufficient to write an e-mail to [info@hanse-strafrecht.de](mailto:info@hanse-strafrecht.de) with your full name and the reference number given by the law firm. Instruction on the right of withdrawal as a consumer according to §§ 312b f. BGB (German Civil Code). If you have concluded a legal services contract with attorney at law Virginia von Burgsdorff or attorney at law Charlotte Elger-Günther (KANZLEI HANSE STRAFRECHT) as a consumer of-premise or by exclusively using distance communication (for example e-mail or telephone) you have the right of withdrawal. According to § 13 BGB a consumer means every natural person who enters into a legal transaction for purposes that predominantly are outside his trade, business or profession. Instruction concerning right of withdrawal.

### a) Right of withdrawal

You have the right to withdraw from this contract within fourteen days without giving specific reasons. The withdrawal period is fourteen days. It begins upon the day the contract has been concluded. To exercise your right of withdrawal you have to inform us, HANSE STRAFRECHT Attorney at law Virginia von Burgsdorff and attorney at law Charlotte Elger-Günther Großmannstraße 129, D-20539 Hamburg tel.: 040 44 55 66 fax.: 040 / 78 16 77 e-Mail: [info@hanse-strafrecht.de](mailto:info@hanse-strafrecht.de) by means of a clear declaration (for example a letter sent via mail, fax or e-mail) about your decision to withdraw from the contract. The time limit for withdrawal is observed after dispatch in time.

#### b) Consequences of the withdrawal

If you withdraw from the contract we have to transfer back any payments we already received from you immediately and not later than fourteen days after we received your notice of withdrawal. For the transfer back we use the same payment method you have been using for the initial transaction unless we agreed about a different method. You will not be charged with a fee in the context of the repayment.

If you have demanded that the service shall start during the withdrawal period you have to pay us a reasonable amount that corresponds to the services already performed in relation to the overall volume as outlined in the contract until you declared the withdrawal.

#### c) Special notification regarding the premature expiration of the right of withdrawal

The right of withdrawal expires when the service has been fully provided and the performance of the service has begun not before you as a consumer gave your explicit consent and at the same time confirmed that you were aware of the fact that the right of withdrawal expires when the contract has been completely fulfilled by attorney at law Virginia von Burgsdorff or attorney at law Charlotte Elger-Günther.