

Kipping Law

PART A

Privacy policy for the operation of the website

The protection of your personal data is of the utmost importance to us. The following privacy policy applies to the use of the website <https://www.kipping.law/>. KIPPING LAW GmbH & Co. KG is the service provider within the meaning of the Digital Services Act (DDG) and responsible pursuant to Art. 4 No. 7 of the EU General Data Protection Regulation (GDPR), see our [imprint](#). You can contact our company data protection officer at Hohenstaufenring 62, 50674 Köln, Germany, attn. Data Protection Officer or at datenschutz@kipping.law.

1. Automated data collection and processing

As with every website, our server automatically and temporarily collects and stores information in the server log files that are transmitted by the browser, unless you have deactivated this (legal basis is Art. 6 para. 1 lit. f GDPR). This includes, for example, the IP address of the requesting computer, the http response code, the website from which you are visiting us, the time of the server request and the browser type, browser version and operating system used by the requesting computer.

A personal evaluation of the server log files does not take place. This data cannot be assigned to specific persons by the provider at any time. This data is not merged with other data sources.

2. Data collection and processing of voluntarily provided data

If you provide us with personal data by e-mail or via our website (e.g. surname, first name, e-mail address, postal address), this is generally done on a voluntary basis. This data is used to process your inquiries and is only processed for the purpose for which you have provided us with the data. Beyond this, for example for sending advertising, we will only collect, process or use your data within the framework of the statutory provisions or with your express consent (Art. 6 para. 1 lit. a GDPR). If you give this consent electronically on our website, we will comply with the statutory information obligations and record your consent using suitable technical systems.

We assure you that we will not pass on your personal data to third parties unless we are legally obliged to do so or you have given your express prior consent. Insofar as we use the services of third parties to implement and execute processing procedures, we comply with the regulations of the GDPR as well as the Federal Data Protection Act (Bundesdatenschutzgesetz = BDSG).

3. Storage period

We delete your personal data as soon as it is no longer required for the purposes for which we collected or used it.

However, the data may be stored beyond the specified period in the event of an (impending) legal dispute or other legal proceedings.

Third parties engaged by us will store your data on their system for as long as is necessary for us in connection with the provision of the service in accordance with the respective order.

Legal requirements for the storage and deletion of personal data remain unaffected by the above (e.g. § 257 HGB or § 147 AO). If the storage period prescribed by the statutory provisions expires, the personal data will be blocked or deleted unless further storage by us is necessary and there is a legal basis for this.

4. Newsletter

If you would like to subscribe to our newsletter, we need your e-mail address and you have the option of voluntarily providing your name, your company and an address. This data will only be used for communication with you in the context of our newsletter offer. If you register for the newsletter on our website, you will receive an e-mail asking you to confirm your registration. If you have only registered for the newsletter, we will only use your e-mail address to send you the newsletter (legal basis is Art. 6 para. 1 lit. a GDPR). You can withdraw your consent at any time with effect for the future by clicking on the link provided for this purpose at the end of the newsletter or by writing to the contact address given at the beginning.

5. Cookies

Cookies may be set on our website. Cookies are small text files that are assigned to the browser you are using and stored on your hard disk by means of a characteristic string of characters and through which certain information flows to the site that sets the cookie. Cookies cannot execute programs or transfer viruses to your computer and therefore cannot cause any damage. They serve to make the website more user-friendly and effective overall, i.e. more pleasant for you.

Cookies can contain data that makes it possible to recognize the device used. In some cases, however, cookies only contain information on certain settings that are not personally identifiable. However, cookies cannot directly identify a user.

A distinction is made between session cookies, which are deleted as soon as you close your browser, and permanent cookies, which are stored beyond the individual session. We only set cookies that are absolutely necessary to move around the website, to use basic functions and to ensure the security of the platform (in particular with regard to log-in and bug fixing); this is our legitimate interest (Art. 6 para. 1 lit. f GDPR). These cookies do not collect information about you for marketing purposes, nor do they store which websites you have visited.

You can find more information about the cookies we set in our Consent Management Tool. You can also make your individual settings there.

6. Data recipient

We only pass on your personal data to third parties if and insofar as there is legal permission to do so within the meaning of Art. 6 para. 1 GDPR.

Insofar as we use external service providers to process personal data relating to business partners, these service providers have been carefully selected, commissioned in writing and are bound by our instructions. The service providers will not pass this data on to third parties. Insofar as transfers to third countries take place, the special requirements of Art. 44 et seq. GDPR are complied with.

7. Use of Google Analytics

This website uses Google Analytics, a web analysis service of Google Inc (“Google”). Google Analytics uses “cookies”, which are text files placed on your computer, to help the website analyze how users use the site. The information generated by the cookie about your use of this website is usually transmitted to a Google server in the USA and stored there. However, if IP anonymization is activated on this website, your IP address will be shortened by Google within member states of the European Union or in other contracting states of the Agreement on the European Economic Area. Only in exceptional cases will the full IP address be transmitted to a Google server in the USA and truncated there.

Google will use this information on behalf of the operator of this website for the purpose of evaluating your use of the website, compiling reports on website activity and providing other services relating to website activity and internet usage to the website operator. The IP address transmitted by your browser as part of Google Analytics will not be merged with other Google data. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. You can also prevent Google from collecting the data generated by the cookie and relating to your use of the website (including your IP address) and from processing this data by Google by downloading and installing the plug-in available at tools.google.com/dlpage/gaoptout.

Further information on terms of use and data protection can be found at marketingplatform.google.com/about/analytics/terms/us or at support.google.com/analytics/topic/2919631.

8. Social media

We currently use social media plug-ins for LinkedIn and Instagram. We use the so-called 2-click solution. This means that when you visit our site, no personal data is initially passed on to the providers of these plug-ins. Only when you click on one of the plug-ins will personal data be transmitted: By activating the plug-in, data is automatically transmitted to the respective plug-in

provider and stored there (for US providers in the USA). We have no influence on the data collected and data processing operations, nor are we aware of the full extent of the data collection, the purposes and the storage periods. As the plug-in provider collects data via cookies in particular, we recommend that you delete all cookies via your browser's security settings before clicking on the grayed-out box.

When you activate a plug-in, the plug-in provider receives the information that you have accessed the corresponding sub-page of our online offering. In addition, the data mentioned under point 6 of this declaration is transmitted, whereby in the case of Facebook in Germany only an anonymized IP is collected. This takes place regardless of whether you have an account with this plug-in provider and are logged in there. If you are logged in with the plug-in provider, this data is directly assigned to your account. If you click the activated button and, for example, link the page, the plug-in provider also stores this information in your user account and shares it publicly with your contacts. If you do not wish to be associated with your profile with the plug-in provider, you must log out before activating the button.

The plug-in provider stores this data as usage profiles and uses it for the purposes of advertising, market research and/or the needs-based design of its website. Such an evaluation is carried out in particular (even for users who are not logged in) to display needs-based advertising and to inform other users of the social network about your activities on our website. You have the right to object to the creation of these user profiles, whereby you must contact the respective plug-in provider to exercise this right.

Further information on the purpose and scope of data collection and its processing by the plug-in provider can be found in the data protection declarations of these providers provided below. There you will also find further information on your rights in this regard and setting options to protect your privacy.

Address of the provider and URL with data protection information:

LinkedIn Corporation, 2029 Stierlin Court, Mountain View, California 94043, USA;
www.linkedin.com/legal/privacy-policy

Instagram: Meta Platforms Ireland Limited, Merrion Road, Dublin 4, D04 X2K5, Ireland; help.instagram.com/581066165581870

9. Integration of Google Maps

We use the Google Maps service on this website. This allows us to show you interactive maps directly on the website and enables you to use the map function conveniently.

When you visit the website, Google receives the information that you have accessed the corresponding subpage of our website. In addition, the data mentioned in section 1 of this declaration is transmitted. This takes place regardless of whether Google provides a user account through which you are logged in or whether no user account exists. If you are logged in to Google, your data will be assigned directly to your account. If you do not wish your data to be associated with

your Google profile, you must log out before activating the button. Google stores your data as usage profiles and uses them for the purposes of advertising, market research and/or the needs-based design of its website. Such an evaluation is carried out in particular (even for users who are not logged in) to provide needs-based advertising and to inform other users of the social network about your activities on our website. You have the right to object to the creation of these user profiles, whereby you must contact Google to exercise this right.

Further information on the purpose and scope of data collection and its processing by the plug-in provider can be found in the provider's privacy policy. There you will also find further information on your rights in this regard and setting options to protect your privacy: policies.google.com/privacy. Google also processes your personal data in the USA.

10. Processing of applicant data

If you apply to us by email or post, we will store your details for the purpose of and for the duration of the application process. This concerns the personal data that you provide in your application documents, usually your name, address, e-mail address, telephone number, application data such as your CV, references, cover letter and, if applicable, sensitive data such as religious affiliation or severely disabled status. If you apply to us via portals operated by third parties, we will receive your data from the source to which you have given your consent to the transfer of data. You can obtain further information on data collection from the source in question.

The provision of your personal data is necessary in order to be able to carry out the application procedure and to be able to check your suitability for the position (or, if applicable, for other vacancies in the company). The legal basis for the aforementioned data processing is Art. 6 para. 1 lit. b GDPR in conjunction with § 26 BDSG.

If we are interested in keeping your application documents for a later date, we will ask you for your separate consent in this regard. Otherwise, we will generally store your application data for a period of six months after completion of the recruitment process, provided that this does not conflict with statutory retention obligations. The legal basis for the aforementioned data processing is Art. 6 para. 1 lit. c and lit. f GDPR. If the application is successful and you are hired, your application data will be included in the personnel file.

Your data will only be processed by us and will not be passed on to third parties. Exceptions relate to cases in which the legislator requires or provides for the disclosure of data (for example, in the context of tax audits by the tax authorities). In certain cases, it is necessary to pass on your data to third parties, in order to protect your or our interests or to fulfill our contractual obligations. This occurs in particular when we use external service providers. In these cases, the service provider is bound by instructions and only receives personal data to the extent and for the period of time required to provide the services in question. Data is not transferred abroad and is not intended to be.

11. Your rights

You have the following rights towards us with regard to your personal data:

- § Right to information,
- § Right to rectification or erasure,
- § Right to restriction of processing,
- § Right to object to the processing,
- § Right to data portability.

Your trust is important to us. We would therefore like to be able to answer your questions regarding the processing of your personal data at any time. Please send all requests for information, requests for information or objections to data processing by e-mail to datenschutz@kipping.law or by post to Hohenstaufenring 62, 50674 Köln, Germany.

You also have the right to complain to a data protection supervisory authority about the processing of your personal data by us.

12. Data security

We protect personal data by means of suitable technical and organizational measures in order to ensure an appropriate level of protection and to safeguard the personal rights of the persons concerned. The measures taken serve, among other things, to prevent unauthorized access to the technical facilities used by us and to protect personal data from unauthorized access by third parties.

In particular, this website uses SSL or TLS encryption for security reasons and to protect the transmission of confidential content, such as the contact requests you send to us as the site operator. You can recognize an encrypted connection by the fact that the address line of the browser changes from “http://” to “https://” and by the lock symbol in your browser line. If SSL or TLS encryption is activated, the data you transmit to us cannot be read by third parties.

Nevertheless, we would like to point out that data transmission on the Internet (e.g. when communicating by e-mail) can have security gaps. Complete protection of data against access by third parties is therefore not possible.

13. Changes to this privacy policy

Changes to the legal situation or jurisdiction as well as adjustments to our business model may make it necessary to amend this privacy policy under certain circumstances. We therefore reserve the right to amend this privacy policy at any time. You can request the current privacy policy from us at any time or access it under Data protection.

PART B

Information on data processing and risks of e-mail communication

The following data protection information applies to data processing by KIPPING LAW GmbH & Co. KG.

1. Contact details of the controller

Dr. David Kipping, KIPPING LAW GmbH & Co. KG, Hohenstaufenring 62, 50674 Köln, Germany, office@kipping.law.

The company data protection officer can be contacted at KIPPING LAW GmbH & Co. KG, Hohenstaufenring 62, 50674 Köln, for the attention of the Data Protection Officer or at datenschutz@kipping.law.

2. We advise companies and entrepreneurs. When you mandate us, we collect the following information:

- § Title, first name, surname,
- § a valid e-mail address,
- § Address,
- § Telephone number (landline and/or mobile) and fax number,
- § Information that is necessary for the assertion and defense of your rights within the scope of the mandate.

3. This data is collected

- § to be able to identify you as our client or their contact person and representative;
- § to be able to provide you with appropriate legal advice and representation;
- § for correspondence with you;
- § for invoicing / accounting;
- § for the settlement of claims.

4. Legal basis

According to Art. 6 para. 1 sentence 1 lit. b GDPR, data processing for the above-mentioned purposes is necessary for the appropriate processing of the mandate and for the mutual fulfilment of obligations arising from the mandate agreement.

5. Storage of mandate data

The personal data collected by us for the mandate will be stored until the expiry of the statutory retention obligation for lawyers (six years after the end of the calendar year in which the mandate was terminated) and then deleted, unless we are obliged to store it for a longer period of time pursuant to Art. 6 para. 1 lit. c GDPR due to tax and commercial law retention and documentation obligations (from HGB, StGB or AO) or you have consented to storage beyond this in accordance with Art. 6 para. 1 lit. a GDPR or legitimate interests, such as the examination of conflicts of interest or the defense of liability claims, make further storage necessary.

6. Transfer to third parties

Personal data will not be transferred to third parties for purposes other than those listed below. Insofar as this is necessary in accordance with Art. 6 para. 1 lit. b GDPR for the processing of client relationships with you, the personal data will be passed on to third parties. This includes in particular the disclosure to opposing parties and their representatives (in particular their lawyers) as well as courts and other public authorities for the purpose of correspondence and for the assertion and defense of your rights. The data passed on may only be used by the third party for the stated purposes.

7. Rights of clients

Our clients and/or their contact persons with whom we communicate have the right with regard to their respective personal data:

- § in accordance with Art. 7 para. 3 GDPR, to withdraw the consent you have given us at any time. As a result, we may no longer continue the data processing that was based on this consent in the future;
- § in accordance with Art. 15 GDPR, to request information about the personal data processed by us. In particular, you can request information about the purposes of processing, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing or objection, the existence of a right of appeal, the origin of your data if it was not collected by us, as well as the existence of automated decision-making including profiling and, if applicable, meaningful information on its details;
- § in accordance with Art. 16 GDPR, to immediately request the correction of incorrect or incomplete personal data stored by us;
- § in accordance with Art. 17 GDPR, to demand the deletion of personal data stored by us, unless the processing is necessary to exercise the right to freedom of expression and information, to fulfill a legal obligation, for reasons of public interest or to assert, exercise or defend legal claims;

- § in accordance with Art. 18 GDPR, to demand the restriction of the processing of your personal data if the accuracy of the data is disputed by you, the processing is unlawful, but you refuse to delete it and we no longer need the data, but you need it to assert, exercise or defend legal claims or you have lodged an objection to the processing in accordance with Art. 21 GDPR;
- § in accordance with Art. 20 GDPR, to receive the personal data that you have provided to us in a structured, commonly used and machine-readable format or to request that it be transmitted to another controller, and
- § to lodge a complaint with a supervisory authority in accordance with Art. 77 GDPR. As a rule, you can contact the supervisory authority at your usual place of residence or workplace or at the registered office of our law firm.

8. Right to object

Our clients or their contact persons with whom we communicate have the right to object to the processing of their personal data in accordance with Art. 21 GDPR, provided that the personal data is processed on the basis of legitimate interests pursuant to Art. 6 para. 1 lit. f GDPR, insofar as there are reasons for this arising from their particular situation. If you wish to exercise this right to object, simply send an email to datenschutz@kippling.law.

9. Information of client employees

Each employee of a client with whom we have contact and whose data, for example name and e-mail address, we store, will not be informed separately. Upon conclusion of the mandate agreement, the client shall forward the aforementioned information on data protection to all affected employees with whom we communicate in the context of a mandate.

10. E-mail encryption

We send e-mails using TLS/SSL transport encryption. We also offer optional end-to-end encryption for communications with our lawyers by S/MIME certificates. Sending emails without end-to-end encryption is associated with risks to the confidentiality of the communication. If you communicate with us by email despite this risk, we assume that you consent to the use of only transport-encrypted emails. If you wish to use a different method of communication, please let us know at any time.