

## APPENDIX 1

### Compilation of our process of personal data

#### CUSTOMERS WHO ARE NATURAL PERSONS

Purpose	Categories of personal data	Legal basis	Time of storage
Required control of conflict of interest, to evaluate and decide if we are able to undertake or must withdraw from the assignment, and to fulfil our legal, regulatory and risk- and management obligations in general	<ul style="list-style-type: none"><li>• Name</li><li>• Personal identification number (or other information about birth data)</li><li>• Address (Billing Address)</li><li>• E-mail address</li><li>• Phone number</li><li>• Certified copy of identity documents</li><li>• Shareholding information</li><li>• Certain information about criminal offenses, disqualification from commercial activities or multiple bankruptcies, poor publicity regarding business conditions or other information that may deem the business to be unserious, or certain information that the assignment constitutes or is suspected to constitute part of money laundering or other criminal acts</li></ul>	<p>Prior to the fulfilment of the agreement.</p> <p>Legal obligation (necessary to fulfil our obligations according to the law on Anti-Money Laundering Measures and the Financing of Terrorism, other applicable law and the Swedish Bar Association's Code of Conduct)</p> <p>According to the Data Protection Authority Regulation no 2018:02 (necessary for asserting that there is no conflict of interest in the advocacy activities or other legal activities)</p>	10 years
To perform the assignment and act as a legal representative for the customer	<ul style="list-style-type: none"><li>• Name</li><li>• Personal identification number (or other information about birth data)</li><li>• Address</li><li>• E-mail address</li><li>• Phone number</li><li>• The name of the assignment</li></ul>	<p>Fulfilment of the agreement</p> <p>Necessary to determine, claim or defend the customer's legal claim.</p>	10 years

	<ul style="list-style-type: none"> <li>• Information about the object and purpose of the assignment</li> <li>• Information about the customer, person closely associated with the customer or a known co-worker to the person in a politically exposed position and name and occupation/position for such a politically exposed person</li> <li>• Certain information about criminal offence or certain information about personal data that is considered to be of sensitive nature (i.e. information disclosing racial or ethnic origin, political opinions, religious or philosophical beliefs or membership of a trade union or information regarding health or sex life) when the assignment, based on its nature, make such personal data relevant (e.g. assignment of dismissal or termination due to personal reasons or alleged discrimination)</li> <li>• Other information relevant because of the nature of the assignment, such as CV, information from government registers (e.g. the Swedish Tax Agency, Land Survey (<i>Lantmäteriet</i>) and the Swedish Companies Registration Office), credit information, information about board assignments or other senior positions etc.</li> </ul>		
Enable and implement invoicing, accounting of the assignment and fees, and collection of customer fees, and in general safeguard	<ul style="list-style-type: none"> <li>• Name</li> <li>• Personal identification number (or other information about birth data)</li> <li>• Bank account number</li> <li>• Address</li> </ul>	Fulfilment of the agreement	10 years

our rights relating to the assignment and for accounting purposes	<ul style="list-style-type: none"> <li>History of payments and reminder of payment</li> </ul>	<p>Legal obligation (necessary to fulfil our obligations according to accounting regulation)</p> <p>Necessary to determine, claim and defend the customer's legal claim.</p>	
<p>Market research and marketing measures such as:</p> <ul style="list-style-type: none"> <li>sending newsletters</li> <li>invites to seminars</li> <li>events</li> <li>informing about activities</li> <li>publication on social media</li> <li>business- and method development</li> <li>market analysis statistics and analysis and development of our business</li> </ul>	<ul style="list-style-type: none"> <li>Name</li> <li>Address</li> <li>Phone number</li> <li>E-mail address</li> <li>Occupation</li> <li>Employer</li> <li>Allergies and food preferences, when applicable</li> <li>Photography</li> <li>Links to social media (e.g. LinkedIn profiles)</li> </ul>	<p>Balance of interest (our legitimate interest in following and developing the business as well as to administer mailings to you and administer seminars or events with you as a participant in accordance with your specified wishes)</p>	<p>Information about your food preferences is deleted as soon as the seminar or event is completed. In other cases, the data may be stored until you unsubscribe from our seminars, events, newsletters and other mailings</p>

## AUTHORISED SIGNATORIES ON BEHALF OF A CUSTOMER

Purpose	Categories of personal data	Legal basis	Time of storage
Identity control and acceptance of the assignment	<ul style="list-style-type: none"><li>• Name</li><li>• Personal identification number (or other information about birth data)</li><li>• Certified copy of identity documents</li><li>• Employer</li></ul>	<p>Prior to the fulfilment of the agreement.</p> <p>Legal obligation (necessary to fulfil our obligations according to the law on Anti-Money Laundering Measures and the Financing of Terrorism and other applicable law)</p>	10 years

## BENEFICIAL OWNER IN THE CUSTOMER COMPANY

Purpose	Categories of personal data	Legal basis	Time of storage
Required control of conflict of interest, to evaluate and decide if we are able to undertake or must withdraw from the assignment, and to fulfil our legal, regulatory and risk- and management obligations in general	<ul style="list-style-type: none"><li>• Name</li><li>• Personal identification number (or other information about birth data)</li><li>• Shareholding information</li><li>• Information about board assignments or other senior positions</li><li>• Information about beneficial owner or person closely associated with the beneficial owner or a known co-worker to the person in a politically exposed position and name and occupation/position for such a politically exposed person</li><li>• Certain information about criminal offenses, disqualification from commercial activities or multiple bankruptcies, poor</li></ul>	<p>Legal obligation (necessary to fulfil our obligations according to the law on Anti-Money Laundering Measures and the Financing of Terrorism, other applicable law and the Swedish Bar Association's Code of Conduct)</p> <p>According to the Data Protection Authority Regulation no 2018:02 (necessary for asserting that there is no conflict of interest in the advocacy activities or other legal activities)</p>	10 years

	<p>publicity regarding business conditions or other information that may deem the business to be unserious, or certain information that the assignment constitutes or is suspected to constitute part of money laundering or other criminal acts</p>		
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**CONTACT PERSONS OF THE CUSTOMER (AND WHEN APPROPRIATE, CONTACT PERSONS OF POTENTIAL CUSTOMERS AND OTHER STAKEHOLDERS)**

Purpose	Categories of personal data	Legal basis	Time of storage
To perform the assignment and act as a legal counsel for the customer.	<ul style="list-style-type: none"> <li>Name</li> <li>E-mail address</li> <li>Employer</li> <li>Certain information about criminal offenses, disqualification from commercial activities or multiple bankruptcies, poor publicity regarding business conditions or other information that may deem the business to be unserious, or certain information that the assignment constitutes or is suspected to constitute part of money laundering or other criminal acts</li> </ul>	<p>Balance of interest (our and the customers legitimate interest of an effective and correct communication and in meetings with the, within the assignment, involved persons, an effective and correct documentation, administration, management in general and evaluation of the assignment)</p> <p>Necessary to determine, claim and defend the customer's legal claim.</p>	10 years
Enable and implement invoicing, accounting of the assignment and fees, and collection of customer fees, and in general safeguard our rights relating to the assignment, and for accounting purposes.	<ul style="list-style-type: none"> <li>Name</li> <li>Phone number</li> <li>E-mail address</li> <li>History of payments and reminder of payment</li> </ul>	<p>Balance of interest (our and the customer's legitimate interest of an effective and correct presentation of invoicing, assignment- and accounting and collection of customer fees)</p> <p>Legal obligation (necessary to fulfil our obligations according to accounting regulation)</p>	10 years

		Necessary to determine, claim and defend our legal claim.	
<p>Market research and marketing measures such as (including contact persons to potential customers and other persons who expresses their interest to, among other, seminars and events)</p> <ul style="list-style-type: none"> <li>• sending newsletters</li> <li>• invites to seminars</li> <li>• events</li> <li>• informing about activities</li> <li>• publication on social media</li> <li>• business and method development</li> <li>• market analysis</li> <li>• statistics and analysis and development of our business</li> </ul>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Phone number</li> <li>• E-mail address</li> <li>• Occupation</li> <li>• Employer</li> <li>• Allergies and food preferences when applicable</li> <li>• Photography</li> <li>• Links to social media (eg. LinkedIn profiles)</li> </ul>	<p>Balance of interest (our legitimate interest in following and developing the business as well as to administer mailings to you and administer seminars or events with you as a participant in accordance with your specified wishes)</p>	<p>Information about your food preferences is deleted as soon as the seminar or event is completed. In other cases, the data may be stored until you unsubscribe from our seminars, events, newsletters and other mailings</p>

## COUNTER PARTY WHO IS A NATURAL PERSON

Purpose	Categories of personal data	Legal basis	Time of storage
Evaluate and decide if we are able to undertake or must withdraw from the assignment and to fulfil our legal, regulatory and risk-and management obligations in general	<ul style="list-style-type: none"> <li>• Name</li> <li>• Personal identification number (or other information about birth data)</li> <li>• Shareholding information</li> <li>• Information about board assignments or other senior positions</li> </ul>	Legal obligation (necessary to fulfil our obligations according to the law on Anti-Money Laundering Measures and the Financing of Terrorism, other applicable law and the Swedish Bar Association's Code of Conduct)	10 years
To perform the assignment and act as a legal representative for the customer	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• E-mail address</li> <li>• Phone number</li> <li>• Name of the assignment</li> </ul>	<p>Balance of interest (our and the customer's legitimate interest of an effective and correct communication, and meeting with, in the assignment, involved persons, an effective and correct documentation, administration, management in general, and evaluation of the assignment)</p> <p>Necessary to determine, claim and defend the customer's legal claim.</p>	10 years

## CONTACT PERSON OF THE COUNTER PARTY

Purpose	Categories of personal data	Legal basis	Time of storage
To perform the assignment and act as a legal representative for the customer	<ul style="list-style-type: none"> <li>Name</li> <li>Title</li> <li>Employer</li> <li>Phone number</li> <li>E-mail address</li> </ul>	<p>Balance of interest (our and the customer's legitimate interest of an effective and correct communication, and meeting with, in the assignment, involved persons, an effective and correct documentation, administration, management in general, and evaluation of the assignment)</p> <p>Necessary to determine, claim and defend the customer's legal claim.</p>	10 years

## OTHER PERSONS THAT APPEAR IN THE ASSIGNMENT (e.g. legal representatives for the counter party, customer's employee, for the assignment engaged consultants and witnesses)

Purpose	Categories of personal data	Legal basis	Time of storage
To perform the assignment and act as a legal representative for the customer.	<ul style="list-style-type: none"> <li>Name</li> <li>Title</li> <li>Address</li> <li>Phone number</li> <li>E-mail address</li> <li>Employer</li> <li>Certified copy of identity documents</li> <li>Shareholding information</li> <li>Certain information about criminal offence or certain information about personal data that is considered to be of sensitive nature (i.e. information disclosing racial or ethnic origin, political opinions, religious or philosophical beliefs or membership of a trade</li> </ul>	<p>Balance of interest (our and the customer's legitimate interest of an effective and correct communication, and meeting with, in the assignment, involved persons, an effective and correct documentation, administration, management in general, and evaluation of the assignment)</p> <p>Necessary to determine, claim and defend the customer's legal claim.</p> <p>According to the Data Protection Authority regulation no 2018:02 (it is objectively justified to</p>	10 years



	<p>union or information regarding health or sex life) when the assignment, based on its nature, make such personal data relevant (e.g. assignment of dismissal or termination due to personal reasons or alleged discrimination)</p> <ul style="list-style-type: none"> <li>• Other information relevant because of the nature of the assignment, such as CV, information from government registers (e.g. The Swedish Tax Agency, Land Survey (<i>Lantmäteriet</i>) and the Swedish Companies Registration Office), information about credit history, information about board assignments or other senior positions etc.</li> </ul>	<p>treat the data in specially established reporting channels to investigate whether the person in question has been involved in serious unlawful conducts that concerns accounting, internal accounting, audit, bribery, banking and financial crime or other serious conducts that concern the customer's vital interests or the lives and health of individuals)</p>	
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