

## **Confidentiality policy of the law Firm MLH avocat**

*(updated on March 21<sup>st</sup> 2021)*

MLH Law Firm (hereinafter the "Firm") is committed to respecting the privacy of its contacts (clients, partners...) and process their personal data ("Personal Data") confidentially. These Personal Data are collected in accordance with the provisions of the European Regulation 2016/679 on the protection of personal data (RGPD) and Law No. 78-17 of January 6, 1978 relating to computers, files and freedoms.

A summary table is attached to this Privacy Policy.

### **Article 1 Purpose**

The purpose of this Privacy Policy is to provide information on the manner in which the Firm, as data controller, collects and processes Personal Data of individuals and on the means available to such individuals to control such use and exercise their rights in relation thereto.

By using the [www.mlh-avocat.com](http://www.mlh-avocat.com) (hereinafter the "Site"), the user certifies that he/she has read and understood this Privacy Policy and agrees to its terms.

This Privacy Policy applies not only to this Site, but also to the activity of the Firm in its relations with its contacts such as its clients, partners, etc. (hereinafter referred to as "Contacts").

This Privacy Policy may be updated. In the event of significant changes to this policy, the Contact will be required to provide clear consent to such changes.

### **Article 2 Identification of the Data Controller**

MLH Avocats is responsible for the processing of Personal Data. Its postal address is: 15 rue du Mont Doré - 75017 Paris. Its contact email address is: [marie@mlhermite-avocat.com](mailto:marie@mlhermite-avocat.com)

### **Article 3 Collected Personal Data**

Personal Data collected from Contacts include:

- Name,
- first name,
- e-mail address,
- telephone number (fixed and/or mobile),
- company name (optional).

The collection of Personal Data is limited to the strict minimum. Consequently, only relevant, adequate and limited information is collected for the purposes for which it is processed.

As a reminder, the Site does not use in any way either the storage capacities nor the processing capacities of your terminal when you consult the Site (neither cookie, nor tracer of any kind).

#### **Article 4 Occasions of Personal Data collection**

As a reminder, this Site does not currently collect nor process any Personal Data. In the event that the Site evolves to collect and process Personal Information, this Privacy Policy will be amended.

The Personal Data currently collected and processed by the Firm are freely transmitted by its Contacts at the following occasions:

- Requests for information and other forms,
- Correspondence with the Firm,
- Responses to surveys, promotions and other communications,
- The signing of contracts with the Firm,
- Applications for employment.

#### **Article 5 Purposes of collection and processing**

The collection and processing of Personal Data by the Firm meet specific, explicit and legitimate purposes, namely:

- Management of customer and prospect relations,
- Production, management, follow-up of files,
- Accounting, billing, recovery,
- Prevention of money laundering and financing of terrorism and the fight against corruption,
- Prospecting and animation,
- The organization, registration, sending of articles, information and invitation to events of the Firm.

The Firm may also use Personal Data for any other mandatory purpose by the legislation in force and for administrative purposes.

#### **Article 6 Legal basis for collection and processing**

The collection and processing of Personal Data is based on the consent of the Contact in all cases where he or she himself or herself transmits Personal Data in order to benefit from contact and/or services of the Firm.

The collection and processing are also based on the legitimate interest of the Firm, the execution of pre-contractual measures or of the contract with the Contact and the respect of legal and regulatory obligations.

#### **Article 7 Recipient of Personal Data**

Only members and departments of the Firm have access to Personal Information. Personal Data is never sold.

## **Article 8 Security of Personal Data**

The Firm takes care to protect and secure Personal Data to ensure its security and to prevent it from being distorted, damaged, destroyed or disclosed to unauthorized parties. All persons having access to Personal Data are bound by an obligation of confidentiality.

## **Article 9 Duration of Personal Data storage**

The Firm retains Personal Data for the time necessary to achieve the purposes pursued, subject to the legal possibilities of archiving, obligations to retain certain Personal Data, and / or anonymization. In this regard, the attached Summary Table lists the retention periods applied.

## **Article 10 Rights of Contacts**

Under the conditions defined by the Data Protection Law No. 78-17 and the RGPD, the Contacts - natural persons - have the right to access, rectify, limit, portability and erasure of their data.

The persons concerned by the processing carried out also have the right to object at any time, for reasons relating to their particular situation, to the processing of Personal Data whose legal basis is the legitimate interest of the Firm, as well as the right to object to commercial prospecting.

Contacts - natural persons - also have the right to define general and specific directives defining the manner in which they intend to exercise the above-mentioned rights after their death by e-mail to the following address: [marie@mlhermite-avocat.com](mailto:marie@mlhermite-avocat.com) or by post to the following address MLH Avocat SELARL, 15 rue du Mont Doré 75017 Paris with a copy of a signed identity document.

In case of dispute or infringement of any of the rights listed above, the Contact is entitled to refer the matter to the CNIL (Commission Nationale de l'Informatique et des Libertés, <https://www.cnil.fr>).

**APPENDIX**  
**SUMMARY TABLE**

<b>Purpose</b>	<b>Legal Basis</b>	<b>Categories of Data</b>	<b>Categories of Contacts</b>	<b>Duration</b>
Prospecting and animation	Legitimate interest	Identity/Civil status Contact details	Clients Prospects	3 years
Management of customer and prospect relations		Identity/Civil status Contact details Personnal/professional life	Clients Prospects	Longer term between: duration of the contractual relationship and firm term of 3 years.
Organisation, registration and invitation to Firm's events.		Identity/Civil status Contact details Personnal/professional life	Clients Prospects Guests	3 years
Production, management, follow-up of files	Execution of pre-contractual measures or of the contract	Identity/Civil status Personnal and/or professional life Economic and financial information	Clients	Duration of the contractual relationship plus prescription periods.
Billing		Identity/Civil status Economic and financial information	Clients	10 years from the closing date of the accounting year in which the invoice was issued.
Recovery		Identity/Civil status Economic and financial information	Clients	Until full payment of fees.

Prevention of money laundering and financing of terrorism and the fight against corruption	Respect of legal and regulatory obligations	Identity/Civil status Personal and/or professional life Economic and financial information	Clients	5 years after the end of the contractual relationship with the Firm.
Accounting		Identity/Civil status Economic and financial information	Clients	10 years from the end of the accounting period.