

# Privacy Policy

## 1. General notes

In this Privacy Policy, we, the law firm Jakob | Marsella Rechtsanwälte, explain how we process personal data on our website.

'Personal data' means any data and information relating to an identified or identifiable individual. This includes, among other things, contact details such as name, telephone number, address or email address as well as other details that you provide to us, for example via the contact form.

We take the protection of your data very seriously. This privacy policy is governed by both the Swiss Data Protection Act ('DPA') and the General Data Protection Regulation of the European Union ('GDPR').

## 2. Responsibility

Responsibility for data processing on this website lies with:

Jakob | Marsella Rechtsanwälte Badenerstrasse 75, 8004 Zurich, Switzerland

If you have any data protection concerns in connection with our website, you can contact us at the aforementioned address or by email ([info@jakob-marsella.ch](mailto:info@jakob-marsella.ch)).

## 3. Collection and processing

### a) Contact form

If you send us enquiries via the contact form, we store the information you provide in the form, including the contact details you enter there, in order to process your enquiry and contact you.

### b) Server log files

The provider of this website automatically collects and stores information in so-called server log files, which your browser automatically transmits to us. These are:

- browser type and browser version;
- operating system used;
- referrer URL;
- host name of the accessing computer;
- time of the server request; and
- IP address.

This data is not merged with other personal data.

### c) Google Analytics

This website uses Google Analytics, a web analytics service provided by Google Inc. ('Google'). Google Analytics uses 'cookies', which are text files placed on your computer, to help analyse how you use the website. The information generated by cookies about your use of this website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on

website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You can prevent the installation of cookies by selecting the appropriate settings in your browser software. However, we would like to point out that in this case you may not be able to use all the functions of this website to their full extent.

## 4. Legal basis for processing

The legal basis for the processing of personal data by us is mainly Art. 13 para. 2 lit. a DPA and Art. 6 para. 1 lit. b GDPR (processing in direct connection with entering into or performance of a contract) as well as Art. 13 para. 1 DPA and Art. 6 para. 1 lit. a, c and f GDPR (consent of the data subject or justification by law as well as legitimate interests).

## 5. Storage

We store your personal data for as long as it is necessary for the purposes stated in this privacy policy, in particular for the fulfilment of our contractual and legal obligations. Where appropriate, we will also store your personal data for other purposes if and as long as the law permits storage for these purposes, in particular for the defence of legal claims.

## 6. Disclosure to third parties

We work with a limited number of trusted external service partners (e.g. IT service providers) who have been carefully selected by us. We disclose data to service partners only to the extent necessary for them to provide their services.

## 7. Data security

This website uses SSL or TLS encryption for security reasons and to protect the transmission of confidential content. You can recognise 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.

In addition, we apply further technical and organisational security measures to protect your data against accidental or intentional manipulation, partial or complete loss, destruction or against unauthorised access by third parties.

However, we would like to point out that data transmission on the internet (e.g. communication by email) may have security gaps. Complete protection of the data against access by third parties is not possible.

## 8. Your rights

If you have any questions regarding the collection, processing or use of your personal data or in order to rectify, erase or restrict processing and to withdraw consent previously granted, you can contact us at any time using the contact details given in section 2. You also have a right to object and a right to data portability (i.e. receiving a copy of your personal data for further use) and can complain about the data processing to the competent supervisory authority.