

CUESTA LAW OFFICE DATA PROTECTION TERMS AND CONDITIONS

These Cuesta Advokaadibüroo OÜ (hereinafter referred to as the "law firm" or "us") data protection terms and conditions (hereinafter referred to as "Terms and Conditions") specify the principles of processing of your personal data, including data collection and use, if you use website www.cuesta.ee or the services of the law firm. By using the law firm's services or website, you confirm that you have carefully read, understood, and agreed to the present Terms and Conditions.

We process personal data in accordance with the following principles: (1) personal data is processed only in accordance with these Terms and Conditions and relevant legislation; (2) collection and processing of the personal data take place only for the purposes specified in these Terms and Conditions; (3) we collect personal data that is: (a) relevant and limited to what is necessary for processing for the purposes set out in these Terms and Conditions; (b) correct and up-to-date; and (c) retained only for such time as may be necessary for the purposes of these Terms and Conditions.

We apply appropriate technological and organisational measures to ensure the availability, correctness, integrity and confidentiality of personal data. Personal data that the law firm may collect and process is your basic data, including: full name, date of birth, personal identification code, residence address, email address, mobile phone number, communication between the client and the law firm (e-mails and phone calls) other information, which we need in order to provide you our legal services.

The law firm collects and processes personal data for the following purposes: for the performance of a client contract for provision of legal services, for the performance of legal obligations, including for the protection of employees' rights and for marketing purposes. The law firm does not process personal data for profiling or other automated decision-making purposes.

The law firm will send you newsletters based on the consent given by you while providing us with your email address, including when you fill in our contact form on the website. In this case, your personal data will be retained until the consent is withdrawn.

A law firm has the right to retain personal data until the expiration of the right of claim unless otherwise provided by law. In most cases, we will retain personal information for a period specified by law due to contractual, labor and accounting legislation etc.

With regard to the collection and use of personal data, you have the following rights: the right to information concerning the processing of personal data, the right to access the personal data, the right to rectify the personal data, the right to erase the data, the right to restrict the processing of the data, the right to transfer the data, the right to object the processing of the personal data.

When collecting and using your personal data, we may share your personal information with the following third parties: state authorities and state service providers to whom the law firm is required to disclose personal data under the law; letters, calls, SMS, and other communication between you and the law firm, couriers who help us to send mail, partners with whom we have arranged a gift, discount or other special offer for you, other persons involved in the provision of law services. The referenced parties may be

located within and outside the European Economic Area, but the company is convinced that servers / cloud services with personal data of partners are in any case within the European Economic Area.

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