

SIA Legal Point PRIVACY POLICY

Effective as of: 01.01.2024

This Privacy Policy explains how SIA Legal Point processes personal data obtained from clients, cooperation partners, visitors of the website www.legalpoint.eu, and users of our services.

1. Data Controller

SIA Legal Point

Registration No.: 40203222409

Address: Ernesta Birznieka-Upīša iela 13, Rīga, LV-1011

E-mail: info@legalpoint.eu

2. Personal Data

Personal data means any information relating to an identified or identifiable natural person. SIA Legal Point does not process personal data of children under 14.

3. Purposes of Processing and Legal Basis

3.1 Communication and enquiries – consent or legitimate interest (retention 2 years).

3.2 Direct marketing – consent or legitimate interest (retention until withdrawal).

3.3 Recruitment – consent, legitimate interest (retention selection + 6 months).

3.4 Social media – consent, legitimate interest (retention until account maintenance).

3.5 Events – contract, legitimate interest, consent (retention 2 years).

3.6 Legal services – contract, legal obligation, legitimate interest (retention 10 years).

3.7 AML/KYC – legal obligation (retention 10 years).

3.8 Conflict checks – legal obligation, legitimate interest (retention 10 years).

4. Sharing and Transfer of Personal Data

Any information you provide to SIA Legal Point may be processed internally within our firm and transferred to third parties (data processors) who provide services to SIA Legal Point under a contract and on our behalf (for example, IT maintenance providers, data centre service providers, outsourced accountants, translation service providers, marketing and communication service providers, etc.).

SIA Legal Point ensures that data processors:

- process personal data only on a lawful basis,
- comply with our documented instructions,
- implement appropriate technical and organisational measures,

- comply with GDPR requirements.

SIA Legal Point may also transfer personal data to data recipients, including:

- state authorities and public registers (where required for the provision of legal services),
- courts, arbitration institutions, mediators, counterparties and their representatives (where necessary for legal proceedings),
- law enforcement authorities, tax authorities, supervisory bodies (where required by law),
- external professional advisers — lawyers, financial advisers, foreign legal partners (where necessary for the provision of services),
- IT, accounting, translation, call centre, courier, notary or other service providers,
- other natural or legal persons where required to ensure the provision of legal services to you,
- other persons where necessary due to corporate restructuring, mergers, or changes in the ownership of SIA Legal Point.

If required by law, your personal data may also be transferred to competent public authorities.

5. Transfer of Data Outside the EU/EEA

SIA Legal Point does not transfer personal data to third countries (outside the EU/EEA), except where this is objectively necessary, for example:

- for the provision of legal services related to foreign jurisdictions,
- for cooperation with foreign lawyers, financial advisers, banks or insurers,
- where required by the circumstances of a specific matter.

Such transfers take place only if:

- a GDPR-permitted derogation applies (e.g., GDPR Article 49), or
- adequate safeguards are provided.

6. Data Protection Measures

SIA Legal Point implements appropriate technical and organisational measures to protect your personal data against:

- accidental or unlawful destruction,
- loss,
- alteration,
- unauthorised access,
- unauthorised disclosure,
- any other unlawful processing.

Although SIA Legal Point ensures compliance with data protection requirements, please note that no data transmission or storage method is 100% secure.

7. Your Rights

You have the following rights regarding your personal data:

- 7.1. Right to receive information about how SIA Legal Point processes your personal data.
- 7.2. Right of access to your personal data.
- 7.3. Right to rectification of inaccurate or incomplete personal data.
- 7.4. Right to erasure (“right to be forgotten”), where applicable.
- 7.5. Right to restrict processing in certain cases.
- 7.6. Right to object to processing based on legitimate interests.
- 7.7. Right to withdraw consent (if processing is based on consent).
- 7.8. Right to data portability — to receive your data in a machine-readable format and transfer it to another controller.

To exercise these rights, please submit a written request to:

 info@legalpoint.eu

SIA Legal Point will respond within 30 days unless an extension is permitted by applicable law. Before processing your request, we may ask you to verify your identity.

8. Submitting Complaints

You have the right to submit a complaint to:

Data State Inspectorate
Blaumaņa iela 11/13–11, Rīga, LV-1011
E-mail: info@dvi.gov.lv
Website: www.dvi.gov.lv

SIA Legal Point recommends contacting us first before submitting a complaint — we will do our best to resolve the matter.

9. Limitations of Rights

Some rights may be restricted if:

- required by law,
- necessary for establishing, exercising or defending legal claims,
- they affect the rights or confidentiality of other persons,
- the data is protected by professional confidentiality obligations.

10. Changes to the Privacy Policy

SIA Legal Point may amend this Privacy Policy, including in connection with:

- changes in applicable legislation,
- changes in the operation of the firm,
- introduction of new services.

Changes will take effect upon their publication on the Website.
We encourage you to review the Privacy Policy regularly.

11. Disclaimer

The Website may contain links to third-party websites.
SIA Legal Point assumes no responsibility for the content, security or data processing practices of such websites.

The content of the Website is of a general informational nature and shall not be considered legal advice or professional guidance.

12. Website and Intellectual Property Rights

The content of the Website, its design, software, domain name, logos, trademarks and copyright-protected materials are the property of SIA Legal Point or used under lawful authorisation.

Without the prior written consent of SIA Legal Point, it is prohibited to:

- copy, reproduce, publish or transmit content,
- use content for commercial purposes,
- create derivative works,
- republish or redistribute any Website content.

13. Contact Information

For any questions regarding personal data or this Privacy Policy, please contact:

 info@legalpoint.eu

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