

ESTABLISHMENT OF CLIENT RELATIONSHIPS, CLIENT RELATIONS AND MARKETING

| TASK                             | TYPES OF PERSONAL DATA   | PURPOSE  | LEGAL BASIS   | STORAGE PERIOD   | DISCLOSURE   |
|----------------------------------|--|--|---|--|--|
| Statutory money laundering check | <ul style="list-style-type: none"><li>- Personal data (non-sensitive)<ul style="list-style-type: none"><li>- Name</li><li>- Title/position</li><li>- Address</li><li>- Passport details/driver's licence</li></ul></li><li>- Special categories of personal data (sensitive)<ul style="list-style-type: none"><li>- Status as a politically exposed person</li></ul></li><li>- Confidential information<ul style="list-style-type: none"><li>- National identification number or any other identifier of general application</li></ul></li></ul> | Your personal data are collected and processed as part of Poul Schmith's know-your-customer procedure for the purpose of providing documentation for a statutory money laundering check under the Danish Anti-Money Laundering Act ( <i>hvidvaskloven</i> ). | <p>Poul Schmith's compliance with a legal obligation follows from the Anti-Money Laundering Act and the Danish Administration of Justice Act (<i>retsplejeloven</i>) in force at any time, see point (c) of Article 6(1) of the General Data Protection Regulation ("GDPR").</p> <p>The legal basis for processing your national identification number or any other identifier of general application is point (a) of section 11(1) of the Anti-Money Laundering Act, cf. paragraph (1) of section 11(2) of the Danish Data Protection Act (<i>data-beskyttelsesloven</i>).</p> <p>The legal basis for processing your data regarding your status as a politically exposed person is personal data of a sensitive nature and takes place on the basis of point (g) of Article 9(2), cf. point (c) of Article 6(1) of the GDPR, cf. Part 3 of the Anti-Money Laundering Act.</p> | Your personal data are stored for the duration of the client relationship and for a subsequent period of five years + current month following the conclusion of the last matter for the client in question that is subject to the Danish Anti-Money Laundering Act, i.e. the time when the client's last matter is archived. | <p>Poul Schmith will not disclose your personal data to external parties unless it is necessary and there is a legal basis for doing so. External parties may be public authorities, private businesses or persons, foundations, associations, etc., depending on the nature of the matter.</p> <p>Poul Schmith discloses data to our data processors (e.g. IT suppliers).</p> <p>In the event that a lawyer changes employment and brings ongoing cases to the new employer, the documentation obtained in connection with the establishment of the client relationship in question may be disclosed by the previous employer.</p> <p>Such disclosure takes place to ensure compliance with the legal obligations, including documentation requirements to supervisory authorities, to which lawyers and law firms are subject under the legislation in force at any time. The transfer of personal data to a country outside the EU/EEA that has been assessed by the European Commission as not being safe because data protection rules may be more lenient than in Denmark and the rest of the EU/EEA may take place on the basis of a number of different transfer bases according to which a system is established that ensures the necessary data protection. An example of this is the conclusion of the European Commission's standard contractual</p> |

| TASK   | TYPES OF PERSONAL DATA   | PURPOSE   | LEGAL BASIS  | STORAGE PERIOD   | DISCLOSURE   |
|--|--|---|--|--|--|
|  |  |   |  |  | clauses on data protection with the recipient and additional measures, or that appropriate data protection is in place in such countries according to the European Commission (adequacy decisions). In specific cases, transfers to such countries may also take place in accordance with Article 49(1) of the GDPR, e.g., a transfer for the purpose of establishing, exercising or defending a legal claim.  |
| Conflict of interest check when the case is created and in connection to exercise our duties as trustee in accordance with the rules of the Danish Bankruptcy Act ( <i>konkursloven</i> ), reconstruction etc. | <ul style="list-style-type: none"> <li>- Personal data (non-sensitive) <ul style="list-style-type: none"> <li>- Name</li> <li>- Title/position</li> <li>- Address</li> <li>- Passport details/driver's licence</li> <li>- Relationship in connection with a client/case creation of, respectively, clients, any counterparties and any relationships with debtors or their relatives as a trustee in accordance with the rules of the Danish Bankruptcy Act (<i>konkursloven</i>), reconstructor, etc.</li> </ul> </li> <li>- Confidential information <ul style="list-style-type: none"> <li>- National identification number or any other identifier of general application</li> </ul> </li> </ul> | Your personal data are collected and processed as part of identifying potential conflicts of interest. The check is performed to protect your rights and ensure that our advice and representation of you as a client is in accordance with the requirements of the Administration of Justice Act and the code of legal ethics. | <p>The legal basis is a legal obligation incumbent on Poul Schmith under the code of legal ethics, in particular Articles 7-14, and section 126 of the Administration of Justice Act and section 238 of the Danish Bankruptcy Act (<i>konkursloven</i>), cf. point (c) of Article 6(1) of the GDPR.</p> <p>The legal basis for processing your national identification number or any other identifier of general application is the code of legal ethics, in particular Articles 7-14, and section 126 of the Administration of Justice Act and section 238 of the Danish Bankruptcy Act (<i>konkursloven</i>), cf. paragraph (1) of section 11(2) of the Data Protection Act.</p> | Personal data processed in connection with conflict-of-interest checks will be stored for 20 years after the case is filed, unless the case, exceptionally, has an extended deletion period. | <p>Poul Schmith will not disclose your personal data to external parties unless it is necessary and there is a legal basis for doing so. External parties may be public authorities, private businesses or persons, foundations, associations, etc., depending on the nature of the matter.</p> <p>Poul Schmith discloses data to our data processors (e.g. IT suppliers). The transfer of personal data to a country outside the EU/EEA that has been assessed by the European Commission as not being safe because data protection rules may be more lenient than in Denmark and the rest of the EU/EEA may take place on the basis of a number of different transfer bases according to which a system is established that ensures the necessary data protection. An example of this is the conclusion of the European Commission's standard contractual clauses on data protection with the recipient and additional measures, or that</p> |

| TASK   | TYPES OF PERSONAL DATA   | PURPOSE   | LEGAL BASIS  | STORAGE PERIOD  | DISCLOSURE  |
|--|--|---|--|---|---|
|  |  |   |  |   | appropriate data protection is in place in such countries according to the European Commission (adequacy decisions). In specific cases, transfers to such countries may also take place in accordance with Article 49(1) of the GDPR, e.g., a transfer for the purpose of establishing, exercising or defending a legal claim.  |
| Statutory collection of identity information | <ul style="list-style-type: none"> <li>- Personal data (non-sensitive) <ul style="list-style-type: none"> <li>- Name</li> <li>- Address</li> <li>- Passport details/driver's licence</li> </ul> </li> <li>- Confidential information <ul style="list-style-type: none"> <li>- National identification number or any other identifier of general application</li> </ul> </li> </ul> | Your personal data are processed for the purpose of fulfilling the statutory requirement of client identification when Poul Schmith/Kammeradvokaten receives and processes funds on your behalf in our joint client's account. The identity information is used by the account-holding bank to determine the beneficial owners of the funds so that the bank can perform the necessary anti-money laundering controls and monitoring of transactions. This verification is to prevent and counter misuse of attorneys' joint client's accounts. | <p>The processing of identity information takes place in order to comply with our legal obligations under section 38 b of the Danish Anti-Money Laundering Act and Article 6(1)(c) of the General Data Protection Regulation.</p> <p>The processing of CPR number (identification number) takes place under section 11(2), para (1) of the Danish Data Protection Act. In cases covered by the Anti-Money Laundering Act, the legal basis is section 11(1)(a) of the Anti-Money Laundering Act; in other cases, the legal basis is the code of legal ethics and section 126 of the Administration of Justice Act.</p> <p>Disclosure of information to the bank takes place under the authority of section 38 b of the Anti-Money Laundering Act and section 152 e, para (1) of the Penal Code.</p> | Your personal data will be stored for a period of five years from the matter is completed. Completion of the matter means the time of filing the matter. The data will only be stored for a longer period if it is necessary in order to comply with other legal obligations or legitimate interests. | <p>Poul Schmith will not disclose your personal data to external parties unless it is necessary and there is a legal basis for doing so. External parties may be public authorities, private businesses or persons, foundations, associations, etc., depending on the nature of the matter.</p> <p>Poul Schmith discloses data to our data processors (e.g. IT suppliers). The transfer of personal data to a country outside the EU/EEA that has been assessed by the European Commission as not being safe because data protection rules may be more lenient than in Denmark and the rest of the EU/EEA may take place on the basis of a number of different transfer bases according to which a system is established that ensures the necessary data protection. An example of this is the conclusion of the European Commission's standard contractual clauses on data protection with the recipient and additional measures, or that appropriate data protection is in place in such countries according to the European Commission (adequacy</p> |

| TASK  | TYPES OF PERSONAL DATA   | PURPOSE   | LEGAL BASIS   | STORAGE PERIOD  | DISCLOSURE  |
|---|--|---|---|---|---|
|   |  |   |   |   | decisions). In specific cases, transfers to such countries may also take place in accordance with Article 49(1) of the GDPR, e.g., a transfer for the purpose of establishing, exercising or defending a legal claim.   |
| CRM system - building and maintaining relationships with existing and potential customers, clients, business partners, networks, etc. | <ul style="list-style-type: none"> <li>- Personal data (non-sensitive) <ul style="list-style-type: none"> <li>- Name</li> <li>- Title</li> <li>- Business/authority</li> <li>- Address</li> <li>- Phone number</li> <li>- E-mail</li> <li>- Preferences and interests</li> <li>- Network relations</li> </ul> </li> <li>- Special categories of personal data (sensitive) <ul style="list-style-type: none"> <li>- Allergies/intolerances in connection with meals, if applicable</li> </ul> </li> </ul> | <p>Your personal data are processed for the purpose of building and maintaining the relationship. With this knowledge, we can cater to your needs and preferences so that you only receive relevant advertising such as events or news.</p> <p>Your health data are processed in order to offer you correct food when you participate in events such as courses, networking, training, etc.</p> | The processing of your personal data is necessary for the performance of the contract between you and Poul Schmith, see point (b) of Article 6(1) of the GDPR and Poul Schmith's legitimate interest, including the establishment and maintenance of client relationships, see point (f) of Article 6(1) of the GDPR. | Personal data are stored as long as it is relevant for the existing or potential client relationship. | <p>Poul Schmith will not disclose your personal data to external parties unless it is necessary and there is a legal basis for doing so. External parties may be public authorities, private businesses or persons, foundations, associations, etc., depending on the nature of the matter.</p> <p>Poul Schmith discloses data to our data processors (e.g. IT suppliers). The transfer of personal data to a country outside the EU/EEA that has been assessed by the European Commission as not being safe because data protection rules may be more lenient than in Denmark and the rest of the EU/EEA may take place on the basis of a number of different transfer bases according to which a system is established that ensures the necessary data protection. An example of this is the conclusion of the European Commission's standard contractual clauses on data protection with the recipient and additional measures, or that appropriate data protection is in place in such countries according to the</p> |

| TASK  | TYPES OF PERSONAL DATA   | PURPOSE   | LEGAL BASIS  | STORAGE PERIOD  | DISCLOSURE   |
|---|--|---|--|---|--|
|   |  |   |  |   | European Commission (adequacy decisions). In specific cases, transfers to such countries may also take place in accordance with Article 49(1) of the GDPR, e.g., a transfer for the purpose of establishing, exercising or defending a legal claim.  |
| Participation in events, courses, webinars, networks and subscriptions etc. | <ul style="list-style-type: none"> <li>- Personal data (non-sensitive) <ul style="list-style-type: none"> <li>- Name</li> <li>- Title</li> <li>- E-mail</li> <li>- Information about the selected event, course etc.</li> </ul> </li> <li>- Special categories of personal data (sensitive) <ul style="list-style-type: none"> <li>- Allergies/intolerances in connection with meals, if applicable</li> </ul> </li> <li>- Other information you voluntarily choose to disclose to us</li> </ul> | Your personal data are processed for the purpose of managing your participation in events etc. and sending you relevant material related to the specific event. | <p>The processing is necessary for the purpose of your registration for an event, or for the implementation of measures taken at your request prior to the event, see point (b) of Article 6(1) of the GDPR, and the legitimate interest of Poul Schmith in connection with any meals for the event in question, where you may have provided information about allergies/intolerances, see point (f) of Article 6(1) of the GDPR.</p> <p>With your consent, Poul Schmith may contact you with other relevant events etc., see point (a) of Article 6(1) of the GDPR.</p> | <p>Personal data related to your consent are stored until two years after your consent has expired and/or has been withdrawn.</p> <p>Beyond that, other personal data are not stored longer than necessary to fulfil the purpose for which they were collected.</p> <p>Invoices are deleted five years + current year after the invoice date.</p> | <p>Lists of participants may be disclosed to network members, course participants, event participants and external speakers.</p> <p>Poul Schmith will not disclose your personal data to external parties unless it is necessary and there is a legal basis for doing so. External parties may be public authorities, private businesses or persons, foundations, associations, etc., depending on the nature of the matter.</p> <p>Poul Schmith discloses data to our data processors (e.g. IT suppliers). The transfer of personal data to a country outside the EU/EEA that has been assessed by the European Commission as not being safe because data protection rules may be more lenient than in Denmark and the rest of the EU/EEA may take place on the basis of a number of different transfer bases according to which a system is established that ensures the necessary data protection. An example of this is the conclusion of the European Commission's standard contractual clauses</p> |

| TASK               | TYPES OF PERSONAL DATA  | PURPOSE  | LEGAL BASIS   | STORAGE PERIOD   | DISCLOSURE   |
|--------------------|---|--|---|--|--|
|                    |   |  |   |  | on data protection with the recipient and additional measures, or that appropriate data protection is in place in such countries according to the European Commission (adequacy decisions). In specific cases, transfers to such countries may also take place in accordance with Article 49(1) of the GDPR, e.g., a transfer for the purpose of establishing, exercising or defending a legal claim.  |
| The Talent Network | <ul style="list-style-type: none"> <li>- Personal data (non-sensitive)               <ul style="list-style-type: none"> <li>- Name</li> <li>- Address</li> <li>- E-mail</li> <li>- Phone number</li> <li>- University</li> <li>- CV</li> <li>- Transcript of grades</li> <li>- Motivated application</li> </ul> </li> </ul> | <p>Your personal data are processed for the following purposes:</p> <ul style="list-style-type: none"> <li>- Assessment of applicants</li> <li>- Administration of the network</li> <li>- Establishment of contact</li> <li>- Registration in the firm's client database.</li> </ul> | <p>The processing of your personal data is necessary for the performance of the contract between you and Poul Schmith and for the implementation of measures taken at your request prior to the conclusion of the contract, see point (b) of Article 6(1) of the GDPR.</p> <p>With your consent, Poul Schmith may process your personal data in connection with storing your application with attachments, obtaining references during the recruitment process and performing personality tests, see point (a) of Article 6(1) and point (a) of Article 9(2) of the GDPR.</p> | <p>Personal data about applicants who are not accepted into the Talent Network will be deleted not later than six months after receipt of the application.</p> <p>The personal data will be processed until the time when the network participant deregisters from the network. If the participant does not deregister from the Talent Network, the data will be processed for six months after the training is completed.</p> <p>If the data subject has not actively participated in the Talent Network during a calendar year (from 1 January to 31 December), the data subject will automatically be removed from the network, unless the data subject confirms that the data subject wishes to remain in the network.</p> | <p>Poul Schmith will not disclose your personal data to external parties unless it is necessary and there is a legal basis for doing so. External parties may be public authorities, private businesses or persons, foundations, associations, etc., depending on the nature of the matter.</p> <p>Poul Schmith discloses data to our data processors (e.g. IT suppliers). The transfer of personal data to a country outside the EU/EEA that has been assessed by the European Commission as not being safe because data protection rules may be more lenient than in Denmark and the rest of the EU/EEA may take place on the basis of a number of different transfer bases according to which a system is established that ensures the necessary data protection. Examples include: the conclusion of the European Commission's standard contractual clauses on data protection with the recipient and additional measures, or that appropriate data protection is in</p> |

| TASK                                | TYPES OF PERSONAL DATA  | PURPOSE   | LEGAL BASIS   | STORAGE PERIOD   | DISCLOSURE  |
|-------------------------------------|---|---|---|--|---|
|                                     |   |   |   |  | place in such countries according to the European Commission (adequacy decisions). In specific cases, transfers to such countries may also take place in accordance with Article 49(1) of the GDPR, e.g., a transfer for the purpose of establishing, exercising or defending a legal claim.  |
| Newsletters and requested marketing | <ul style="list-style-type: none"><li>- Personal data (non-sensitive)<ul style="list-style-type: none"><li>- Name</li><li>- Title</li><li>- Business/authority</li><li>- E-mail</li></ul></li></ul> | The personal data are processed for marketing purposes, such as sending newsletters, invitations to events, etc. When sending newsletters, we use tracking tags that are necessary to register the opening of e-mails and clicks on links in newsletters so that we can improve the user experience and optimise the organisation of sending out newsletters. | With your consent, Poul Schmith may send you newsletters within the selected legal area, including information about activities and invitations to events within the area, see point (a) of Article 6(1) of the GDPR. | Personal data are stored until two years after the data subject's consent has expired and/or been withdrawn. | <p>Poul Schmith will not disclose your personal data to external parties unless it is necessary and there is a legal basis for doing so. External parties may be public authorities, private businesses or persons, foundations, associations, etc., depending on the nature of the matter.</p> <p>Poul Schmith discloses data to our data processors (e.g. IT suppliers). The transfer of personal data to a country outside the EU/EEA that has been assessed by the European Commission as not being safe because data protection rules may be more lenient than in Denmark and the rest of the EU/EEA may take place on the basis of a number of different transfer bases according to which a system is established that ensures the necessary data protection. An example of this is the conclusion of the European Commission's standard contractual clauses on data protection with the recipient and additional measures, or that appropriate data protection is in place in such countries according to the</p> |

| TASK  | TYPES OF PERSONAL DATA   | PURPOSE   | LEGAL BASIS  | STORAGE PERIOD   | DISCLOSURE   |
|---|--|---|--|--|--|
|   |  |   |  |  | European Commission (adequacy decisions). In specific cases, transfers to such countries may also take place in accordance with Article 49(1) of the GDPR, e.g., a transfer for the purpose of establishing, exercising or defending a legal claim.  |
| Social media<br>(LinkedIn, Facebook, Instagram and YouTube) | <div>- Personal data (non-sensitive)<div>- Imagery</div><div>- Name</div><div>- Title</div><div>- Subject area</div></div> <div>Other data made available by the data subject on their own initiative via the comment thread in Poul Schmith's post.</div> | <div>Personal data are processed as part of Poul Schmith's communication and marketing activities on social media.</div> <div>For example, the data subject may enter their e-mail address in a comment thread in a post and thereby obtain access to a trial period for a digital product.</div> | <div>Poul Schmith has a legitimate interest in making content available on social media for marketing purposes, see point (f) of Article 6(1) of the GDPR.</div> <div>The data subject may consent to the processing of personal data for marketing purposes on social media, see point (a) of Article 6(1) of the GDPR.</div> | <div>Personal data related to any of Poul Schmith's posts will be deleted not later than three years after publication unless consent is withdrawn earlier, in which case the post will be deleted without undue delay.</div> <div>Comments not related to a post from Poul Schmith will be deleted when the data subject removes their comment.</div> | <div>Personal data are disclosed only to the business facilitating the media in question.</div> <div><div>- LinkedIn: Microsoft Corporation</div><div>- Facebook and Instagram: Meta Platforms Inc.</div><div>- YouTube: Google.</div></div> <div>When Meta Platforms Inc uses personal data collected at Poul Schmith's Facebook and Instagram accounts, Meta Platforms Inc and Poul Schmith may be considered joint data controllers. In this connection, we refer to Meta Platforms Inc's data policy for further information on Meta Platforms Inc's purposes for processing personal data.</div> <div>Poul Schmith will not disclose your personal data to external parties unless it is necessary and there is a legal basis for doing so. External parties may be public authorities, private businesses or persons, foundations, associations, etc., depending on the nature of the matter.</div> <div>Poul Schmith discloses data to our data processors (e.g. IT suppliers).</div> |



| TASK | TYPES OF PERSONAL DATA | PURPOSE | LEGAL BASIS | STORAGE PERIOD | DISCLOSURE  |
|------|------------------------|---------|-------------|----------------|---|
|      |                        |         |             |                | <p>The transfer of personal data to a country outside the EU/EEA that has been assessed by the European Commission as not being safe because data protection rules may be more lenient than in Denmark and the rest of the EU/EEA may take place on the basis of a number of different transfer bases according to which a system is established that ensures the necessary data protection. Examples include the conclusion of the European Commission's standard contractual clauses on data protection with the recipient and additional measures, or that appropriate data protection is in place in such countries according to the European Commission (adequacy decisions). In specific cases, transfers to such countries may also take place pursuant to Article 49(1) of the GDPR, e.g., a transfer for the purpose of establishing, exercising or defending a legal claim.</p> |

| ACTION   | AUTHOR         | APPROVED BY | DATE OF APPROVAL  | VERSION |
|--|----------------|-------------|-------------------|---------|
| Updating of form regarding the introduction of section 238 of the Danish Bankruptcy Act in connection with the appointment of trustees in accordance with the rules of the Danish Bankruptcy Act, reconstructors, etc. | SDFR           | PNTH        | 29 January 2026   | 1.9     |
| Updating of form regarding the introduction of section 38b of the Danish Anti-Money Laundering Act and updating of address details in footer   | MLGA           | SDFR        | 17 December 2025  | 1.8     |
| Updating of form regarding compliance with the duty of information   | LBEN/SDFR/MLGA | SDFR/MLGA   | 10 November 2025  | 1.7     |
| Updating of form regarding compliance with the duty of information   | LBEN           | SDFR        | 14 May 2025       | 1.6     |
| Updating of form regarding compliance with the duty of information   | SDFR/MLGA      | SDFR        | 10 October 2024   | 1.5     |
| Specification of processing relating to newsletters and requested marketing  | SDFR           | JNO         | 28 March 2023     | 1.4     |
| Updating of information on disclosure  | LBEN           | SDFR        | 22 November 2022  | 1.3     |
| Updating of form regarding compliance with the duty of information.  | SDFR           | SDFR        | 17 August 2022    | 1.2     |
| Specification of processing relating to conflict-of-interest checks and events   | MSKO           | SDFR/MATO   | 9 June 2021       | 1.1     |
| Preparation of information form  | MSKO           | JNO         | 17 September 2019 | 1.0     |