

Privacy Notice 5FSoftware Collaboration Platform

Introduction

With the following information, we want to give you an overview of the processing of your personal data when using our 5FSoftware Collaboration Platform (hereinafter referred to as "**Platform**"). We also want to inform you about your rights under data protection laws. We always process your personal data in accordance with the General Data Protection Regulation (hereinafter referred to as "**GDPR**") and all applicable country-specific data protection regulations.

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1 Responsibilities

1.1 Processor

This software is provided to the law firm/company by 5FSoftware GmbH as part of an order processing. 5F Software GmbH is a third-party company based in Germany that offers a client collaboration platform (<https://www.5fsoftware.de/>).

5FSoftware GmbH is merely the operator of the software and in this context is the processor according to Art. 28 GDPR. The basis for the processing by 5FSoftware GmbH is a contract for order processing between the law firm as the responsible party and 5F Software GmbH as the processor. For this purpose, it may also be necessary for 5FSoftware GmbH to use further subcontractors to provide the services (e.g. hosting of the software or similar). If you have any questions regarding this data processing for the purposes of collaboration via the platform, please contact your law firm.

In addition, 5FSoftware GmbH processes further data to provide its services, in particular for the operation of the software, some of which may also be personal data. This will be discussed in more detail below.

Storage period: If it is not possible to provide a precise notification of the storage period, the principle applies that personal data will be deleted or blocked immediately when the purpose of storage no longer applies.

1.2 Controller

The controller as defined by the GDPR is:

5FSoftware GmbH
Rudolf-Vogt-Straße 21
93053 Regensburg

E-Mail: info@5fsoftware.de

2 Data Protection Officer

You can contact our data protection officer as follows:

Niklas Hanitsch secjur GmbH
Steinhöft 9
20459 Hamburg

E-Mail: dsb@secjur.com

You can contact our data protection officers directly at any time with any questions or suggestions you may have regarding data protection and the assertion of your rights.

3 Use of third-party services

We use third-party services for certain functions and services on our platform. The specific services can be found in the corresponding chapters.

4 Provision of the platform

4.1 General Information

When you visit our platform, data is automatically processed that your browser transmits to our server. This general data and information is stored in the log files of the server (in so-called "server log files"). The following can be collected

- Browser type and version
- Operating system used
- Referrer URL (previously visited platform)
- Host name of the accessing computer
- Date and time of the server request
- IP address

4.2 Legal basis

The legal basis for data processing is our legitimate interest within the meaning of Art. 6 (1) (f) GDPR. We have an overriding legitimate interest in being able to offer our service in a technically flawless manner.

4.3 Storage Duration

The address data will be deleted as soon as they are no longer required to achieve the purpose for which they were collected. They will be deleted after termination of the contract, unless they must be preserved due to legal retention periods.

The log files are stored for security reasons (e.g. to clarify acts of abuse or fraud) for the duration of maximum 14 days and then deleted. Data whose further retention is required for evidentiary purposes will be retained until final clarification of the matter.

4.4 Recipients of personal data

We use the following service providers:

Provider	Address	Third country	Suitable warranty	More Information
Open Telekom Cloud	T-Systems International GmbH Hahnstrasse 43d, 60528 Frankfurt am Main, Germany	There is no third country transfer.	Not required due to lack of third country transfer.	Overview data protection

5 Create a User Account

5.1 General information

On our platform, we offer you the permanent storage of your personal data in a password-protected user account. The creation of a user account is a prerequisite for platform access. After setting up a user account, no new data entry is required. In addition, you can view and change your stored data in your user account at any time.

To set up a user account, you must enter a password of your choice. This password is used together with your e-mail address to access your user account.

The following personal data is collected:

- First and last name
- E-mail address
- Unique Identifier
- Organization affiliation
- Workflow affiliation

5.2 Purpose of the processing

The Purpose of the processing your personal data is to enable access to the services of the platform for registered users only.

5.3 Legal basis

The legal basis for the data processing is your consent according to Art. 6 (1) (a) GDPR. The cookies are only set after you have given your consent via our cookie banner.

5.4 Storage duration

The address data will be deleted as soon as they are no longer required to achieve the purpose for which they were collected. They will be deleted after termination of the contract, unless they must be preserved due to legal retention periods.

You also have the option of having your user account deleted at any time, unless there are no further legal grounds for doing so.

6 Logging of the communication

6.1 General information

We log communications between you and third parties via the Platform.

The following personal data is collected:

- User actions within the platform, e.g. comments, transferred documents, client linking
- Invitation of further contacts

6.2 Purpose of the processing

The purpose of the processing is to provide the communication that has taken place between you and third parties and to provide the exports of the logs.

6.3 Legal basis

The logging of communication represents performance of the user contract, so that the legal basis for data processing is the fulfillment of the contract according to Art. 6 (1) (b) GDPR.

6.4 Storage duration

The data will be deleted as soon as they are no longer required to achieve the purpose for which they were collected. This is the case after 30 days after the termination of the platform usage contract becomes effective.

7 Use of the platform

7.1 General information

You have the possibility to use our platform. In doing so, the following personal data will be processed from you:

- Personnel master data
- E-mail
- Date of user account creation
- Last login on the platform
- Account links with partner companies within the scope of the license agreement
- Other information provided regarding the respective contractual relationship between you and third parties
- Other information voluntarily provided by you

7.2 Purpose of the processing

We process your data to provide you with the platform.

7.3 Legal basis

If your use of the platform is based in connection with pre-contractual measures or with an existing contract with us, the legal basis is the performance of the contract and the implementation of pre-contractual measures pursuant to Art. 6 (1) (b) GDPR.

The legal basis for the processing of information voluntarily provided by you is your consent pursuant to Art. 6 (1) (a) GDPR.

7.4 Storage duration

We delete your personal data as soon as they are no longer required to achieve the purpose for which they were collected. In the context of the use of the platform, this is generally the case when your data is no longer required for contract fulfillment, in particular when you delete your access. If you register by e-mail and you do not confirm the registration by clicking on the link contained in the confirmation e-mail sent to you, we will automatically delete your data within 24 hours after registration.

7.5 Recipients of personal data

We use the following service providers:

Provider, Address	Usage	Third country	Suitable warranty	More Information
FOXDOX d.velop AG d.velop AG Schildarpstraße 6-8, 48712 Gescher	Document management	There is no third country transfer.	Standard data protection clauses	Privacy policy

DATEV DATEV eG Paumgartnerstr. 6 - 14 90429, Nuremberg	Invoice Man- agement	There is no third country transfer.	Not required due to lack of third country transfer.	Overview data protection
Bookman bookmanSolutions GmbH Lise-Meitner- Strasse 22, 74074 Heilbronn, Germany	Invoice Man- agement	There is no third country transfer.	Not required due to lack of third country transfer.	Datenschutzerklärung - bookman.de
GoCardless Ltd Sut- ton Yard, 65 Goswell Road, London, EC1V 7EN, United Kingdom	Payment pro- vider	There is no third country transfer.	With the UK's exit from the European Union, data transfer to the UK is no longer automatically subject to the provisions of the GDPR. Neverthe- less, the European Commission has de- cided, on the basis of Article 45 of the GDPR, that the UK provides an adequate level of data protec- tion compared to the GDPR. As a result, data transfer to the UK remains permit- ted.	GDPR Terms of Service GoCardless
Fastdocs Fastdocs.de GmbH Zeppelin Street 1 42781 Haan	Recording of personnel and client data	There is no third country transfer.	Not required due to lack of third country transfer.	Privacy policy
Mailjet by Sinch Sinch Holding AB, Lindhagensgatan 74, 112 18 Stock- holm (Sweden)	Email dis- patch	USA	Standard data protec- tion clauses	Privacy policy

FP Sign FP Digital Business Solutions GmbH Trebruser Str. 47, House 1 15517, Fürsten- walde	Document management	There is no third country transfer.	Not required due to lack of third country transfer.	Privacy information
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8 Your rights

8.1. Confirmation right

You have the right to request confirmation from us as to whether personal data concerning you is being processed.

8.2. Information (Art. 15 GDPR)

You have the right to receive from us at any time free of charge information about the personal data stored about you, as well as a copy of this data in accordance with the statutory provisions.

8.3. Rectification (Art. 16 GDPR)

You have the right to request the correction of inaccurate personal data concerning you. Furthermore, you have the right to request the completion of incomplete personal data, taking into account the purposes of the processing.

8.4. Deletion (Art. 17 GDPR)

You have the right to demand that personal data concerning you be deleted immediately if one of the reasons provided for by law applies and insofar as the processing or storage is not necessary.

8.5. Restriction of processing (Art. 18 GDPR)

You have the right to demand that we restrict processing if one of the legal requirements is met.

8.6. Data portability (Art. 20 GDPR)

You have the right to receive the personal data concerning you that you have provided to us in a structured, common and machine-readable format. Furthermore, you have the right to transfer this data to another controller without hindrance from us, to whom the personal data was provided, provided that the processing is based on consent pursuant to Art. 6 (1) (a) GDPR or Art. 9 (2) (a) GDPR or on a contract pursuant to Art. 6 (1) (b) GDPR and the processing is carried out with the aid of automated procedures, unless the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.

In addition, when exercising your right to data portability pursuant to Article 20 (1) of the GDPR, you have the right to obtain that the personal data be transferred directly from one controller to another controller, to the extent that this is technically feasible and provided that this does not adversely affect the rights and freedoms of other individuals.

8.7. Objection (Art. 21 GDPR)

You have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you which is carried out on the basis of data processing in the public interest pursuant to Article 6 (1) (e) GDPR or on the basis of our legitimate interest pursuant to Article 6 (1) (f) GDPR.

This also applies to profiling based on these provisions within the meaning of Art. 4 No. 4 GDPR.

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the purpose of asserting, exercising or defending legal claims.

8.8. Revocation of consent under data protection law

You have the right to revoke your consent to the processing of personal data at any time with effect for the future.

8.9. Complaint to a supervisory authority

You have the right to complain about our processing of personal data to a supervisory authority responsible for data protection.

9. Changes of the privacy policy

This privacy notice is currently valid and has the following status: September 2024.

If we continue to develop our website and our offerings or if legal or regulatory requirements change, it may be necessary to amend this privacy policy. You can access the current data protection information at any time here.