

Data Protection Policy

The operator of the website www.bmalegal.ch and all sub-pages (hereinafter referred to as "**website**") is BMA Brunoni Mottis & Associati studio legale SA (hereinafter referred to as "**BMA**"). Data processing on our website is carried out in accordance with the guidelines set out below, which have been drawn up within the limits of the new Federal Act on Data Protection (**FADP**).

Further information will be made available upon request or in the event of establishing a business relationship/agreement with BMA. On this website, we outline what data is processed in detail and how it is used in the course of a possible mandate, which depends on the services to be provided or agreed upon.

Who is responsible for processing your data?

BMA is responsible for processing your personal data in accordance with this data protection policy.

What personal data do we collect?

In the course of our professional activities we collect and process personal data (any information relating to an identified or identifiable natural person). In particular, we collect data concerning our clients, counterparties, courts, authorities, professional and other associations, respectively their employees, and visitors to our website.

Specifically, we process your personal data when you visit our website and/or contact us by e-mail, telephone and/or fax, or in person.

This data includes your IP address and other contact data provided by you, such as your surname, first name, telephone and/or fax number, date of birth, e-mail address, etc.

We only collect data that you have made available to us (directly or indirectly) or that you have consented for us to obtain, as well as data from publicly accessible sources, such as public registers (commercial register, land register, debt collection register, civil status register), the press, the Internet, etc.

If you provide us with data for other natural persons (e.g. family members, representatives, counterparties or other persons), please ensure that they are aware of this data protection policy and that you will only share their personal data with us if you are authorised to do so. If you provide us with data for third parties, we will assume that you have been duly authorised.

For what purposes do we process your data?

If a mandate is established between you and BMA, we will process your personal data within the scope of the mandate.

We may use your data in particular:

- to finalise or fulfil contracts;
- in the case of an application: if you apply for a job with us, we will obtain and process the relevant data for the purpose of examining your application, completing the application process and, in the case of a successful application, for preparing and concluding the relevant contract;
- to interact with third parties such as other lawyers (both nationally and internationally); and
- to fulfil our legal obligations.

We process your personal data in accordance with the attorney-client privilege.

To whom do we disclose your data?

To diligently execute the mandate, your personal data may be shared both within BMA and externally with public authorities, courts, external service providers and other parties involved in legal services (mainly other lawyers).

Your personal data will not be transmitted abroad without your expressed consent.

Other Information

BMA is required by law to protect your privacy and secrecy; therefore, we take a number of technical and organisational measures to protect your personal data from unauthorised access and misuse. This includes the training of our employees and the adoption of technical security solutions such as the setting of access restrictions.

BMA does not use cookies on its website.

We retain personal data for as long as necessary for the performance of the mandate and during the statutory retention or reporting period, or as long as there is an overriding public or private interest.

BMA reserves the right to amend this data protection policy without prior notice and at any time within the scope of the statutory provisions. The version published on this website is the current version. We therefore advise you to consult this data protection policy regularly.

If you have any questions concerning the processing of personal data, you can:

- contact us at: info@bmalegal.ch

or write to us

- to the address: BMA Brunoni Mottis & Associati studio legale SA, Via C. Frasca 5, 6901 Lugano;
Telephone no.: +41 91 911 95 50

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