



## Terms of Use

### About Vasil Kisil & Partners Law Firm

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Any reference to VKP or the Firm should be regarded as a reference to Vasil Kisil & Partners Law Firm.

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### **Memorandum**

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### **Confidentiality policy**

The Firm respects confidentiality of your data. This Policy covers the collection, use, disclosure, transfer and storage of your personal data. For the purposes of this Policy, the "personal data" shall mean any information relating to an identified or identifiable individual.

#### **What data do we collect?**

We collect the following personal data relating to the Firm's website visitors, clients, potential clients, potential employees and third parties:

*General information*, name, phone number, postal and email address, other contact details;

*Registration information*, requests for dissemination of news/publications, registration for events/seminars organized by the Firm;

*Information relating to applicants*, personal data of persons who send their CVs through the website;

*Information relating to clients and potential clients*, name, phone number, e-mail address, position, company and other personal data of the requesting person and information contained in the request.

*Information relating to devices*, IP address, unique device identifier and other information related to the use of this website through an electronic device.

#### **When do we collect personal data?**

We receive and collect personal data when you use website's functions and specifically when you:

- send a request for legal advice through the website;
- send a CV or search for employment opportunities through the website;



- subscribe for news and publications circulated by the Firm;
- register for events/seminars organized by the Firm.

Please note that the use of the website as such does not give rise to the dissemination of visitor's personal data.

Upon selecting among services offered by the website, you will be clearly pointed out to the fields required to be filled in, where you should put down the minimum information necessary to receive the relevant service.

### **How are your personal data used?**

The Firm collects your personal data to:

- give legal advice and answer you request sent through the website;
- process information furnished by the person who requests legal assistance;
- ensure that the website is safe and functions efficiently, improve and simplify its usage procedure;
- identify and prevent any fraud and other unlawful use of the website;
- provide information relating to the events, initiatives and services in which we believe you may be interested, such as seminars and conferences, press releases, information relating to changes in the Firm's team, enhancement of the services offered, etc.;
- facilitate applicants employing with the Firm.

### **How long do we keep your personal data?**

Your personal data are kept as long as it is necessary to accomplish the goals set out in this Policy, unless they are required to be kept longer under the laws.

### **Who may have access to your personal data?**

The Firm treats with the utmost importance the protection of your personal data. We safeguard your personal data to keep them confidential and integral and prevent any unauthorized use or disclosure of your personal data and to protect your personal data from any loss, unauthorized access, modification or destruction.

Personal data may be transferred with your consent only. We do not sell nor distribute personal data to third parties for marketing purposes.

Please note that your personal data may be disclosed if permitted by law and, in particular, under a court ruling to prevent any fraud and other crimes. We reserve the right to disclose your personal data to third parties for the purpose of proper provision of the service you have chosen.

### **Cookie usage**



Cookies enable us to know for what purpose a visitor visited the website, from what web page a visitor visited the website and what web pages he or she visited before and to count the total number of visitors.

We use cookies and similar technologies to take into account your preferences, analyze the efficiency of our work, support functionality of the website, track traffic data, counteract fraud and for other legitimate purposes.

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