



## Boco IP Oy Ab's privacy notice regarding processing of personal data in client relationships and cases

### 1. Data controller

Boco IP Oy Ab, business-ID 1037059-0  
Itämerenkatu 5  
00180 Helsinki, Finland

### 2. Contact person

Peter Åkerlund, [dataprotection@bocoip.com](mailto:dataprotection@bocoip.com)

### 3. Name of the data file and data subjects

Boco IP Oy Ab's client and case file.

We process personal data of the following persons:

- client contact persons
- inventors and designers relating to patent and design applications
- our staff working with client cases
- contact persons of foreign associates working with client cases
- contact persons of other subcontractors working with client cases

### 4. Purpose of processing personal data and legal grounds for the processing

We process personal data only to manage client relationships and advance client cases. Our legal grounds for processing are contractual obligations and legitimate interest. For inventors and designers, our ground for processing is compliance with legal obligations, as information on inventors/designers must be included in patent and design applications in most countries.

### 5. Content of the data file

We collect the name, telephone number, email address, postal address and other basic information that are needed to manage client relationships and to advance client cases. When prosecuting patent applications, we may also need to know the nationality of the inventor as that data must be included in patent applications in some countries.

### 6. Data sources for the data file

The data we collect originates from the contact persons of our clients, from foreign associates and from other subcontractors, as well as from the internet home pages of the organizations they represent. We may also use official registers as data sources.

### 7. Transfer of data

We transfer personal data to foreign associates and other third parties only to the extent it is needed for prosecuting client cases.

If we need to transfer data outside EU or ETA, we will ensure that the recipient complies with data protection legislation.

WE KNOW HOW TO PROTECT KNOW-HOW™

## 8. Protection of the data file and retention time of personal data

Our IT systems and personal data is protected with firewalls, passwords and other technical measures. Only authorized persons have access to the systems and the data.

We will keep all collected personal data for the entire time of the client relationship and five years thereafter. The long retention time is needed as personal data are of a particular importance with regard to the content, end result or enforcement of client's rights. By a client relationship, we mean that that the client has pending cases that we handle or that we or our foreign associates or other subcontractors are registered as the attorney of record for the client's intellectual property.

We may need to keep personal data longer than the above time, due to accounting legislation or other imperative legal provisions.

## 10. Rights of data subjects

As a data subject you have the following rights:

- the right to be informed regarding processing of personal data;
- the right to access collected personal data and to check what personal data we process;
- the right to rectify wrong or incomplete personal data;
- the right to erase or transfer personal data;
- the right to withdraw your consent to process personal data to the extent the processing relies on your consent;
- the right to restrict processing of personal data.

We may ask you to clarify any request you have made based on the above rights, and also ask you to provide us with proper identification before processing a request from you. We may refuse your request, if proper legal grounds exist for a refusal.

You have the right to file a complaint with your local data protection authority in the EU member state where you reside or which member state you consider that a data breach has occurred.

If you want to file a request with us based on your above rights, please use either of the following addresses:

Boco IP Oy Ab  
Data protection  
Itämerenkatu 5  
00180 Helsinki, Finland  
  
dataprotection@bocoip.com

Boco IP Oy Ab will respond to the request within two weeks from receiving the request, if there are not particular reasons for extending the response time.

## 11. Amendments to this privacy notice

We continuously strive to the develop our data protection policies and practices and therefore reserve a right to further clarify the content of this privacy notice. We will inform our clients and the data subjects directly if such amendments would broaden or rights to collect or process personal data.