

# Jörn Buhlke

Attorney at Law

## Client Questionnaire

To process your request and to potentially take over your mandate, please provide us with the following information. Your data is naturally subject to attorney-client privilege and the provisions of the Federal Data Protection Act.

### Personal Data

Name, First Name:

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Street, House Number:

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Zip Code, City:

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Phone, Fax:

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Mobile Phone:

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Email:

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Date and Place of Birth:

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Marital Status:

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Legal Protection Ins.:

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Insurance Policy No.:

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Profession / Employer:

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Bank Name:

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IBAN:

.....

### Communication

I wish to conduct correspondence via email. Therefore, please basically send all copies to me via email, unless revoked in text form.

Yes      No

### Input Tax Deduction Eligibility

Are you eligible for input tax deduction?

Yes      No

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Attorney at Law

Person(s) Authorized to Receive Information:

.....

## Consent to Data Processing

Consent pursuant to Art. 6 GDPR:

I consent to the processing of the above personal data for the handling of the mandate.

Yes      No

I have taken note of the above information and the attached data protection instructions and agree to them.

Yes      No

## Fee Notice for Initial Consultation per § 34 RVG

The initial legal consultation is subject to a fee. I will gladly explain the details at the beginning of the consultation upon request.

## How did you hear about us?

Internet

Recommendation

Lawyer Directory

Other: .....

## Contact Information for Privacy Matters

For questions regarding the processing of your data, please contact:

- > Responsible Body: Jörn Buhlke, Wundtstraße 40-44, 14057 Berlin
- > Contact: Email: Kanzlei@buhlke.de | Phone: 030 28471022, Fax: 030 28471084

This information refers to the person responsible for data protection in our firm. If you have any concerns regarding your personal data, you may contact this office directly.

## Collection and Retention of Client Data and Purposes of Use

Upon commissioning our services, we collect the following information:

- Personal title and full name
- Current email address
- Postal address
- Contact numbers (landline and/or mobile)
- Relevant information for representing your interests in our cooperation

This data collection serves the following purposes:

- Unique identification of our clients
- Ensuring adequate advice and representation
- Enabling communication
- Billing of our services
- Processing of potential liability cases or claims

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Attorney at Law

The processing of your data takes place based on your request and is necessary for the fulfillment of our contractual obligations and the adequate processing of your order (Art. 6 Para. 1 S. 1 lit. b GDPR).

Your personal data will be stored for the duration of the statutory retention periods. After these periods expire, the data will be deleted, provided there are no other legal obligations or your express consent for longer storage (Article 6 Para. 1 S. 1 lit. c GDPR & Art. 6 Para. 1 S. 1 lit. a GDPR).

## Forwarding of Information to Third Parties

Your personal data will only be passed on to third parties for the purposes stated herein.

If it is necessary for the provision of our services, your data may be forwarded to other parties involved. This may include opposing parties, their representatives, courts, and authorities, in order to conduct correspondence and represent your interests. The forwarded information may only be used by the recipients for these specific purposes. (Art. 6 Para. 1 S. 1 lit. b GDPR)

The confidentiality of your data is maintained. Information subject to attorney-client privilege will only be disclosed with your express consent.

## Rights of Data Subjects

You have the following rights regarding your data:

- Withdrawal of your consent to data processing (Art. 7 Para. 3 GDPR)
- Information about the data we process (Art. 15 GDPR)
- Correction of inaccurate, incorrect, or incomplete data (Art. 16 GDPR)
- Deletion of your data under certain circumstances
- Right to restriction of data processing under certain circumstances, such as in cases of doubt regarding data accuracy or if you need the data for legal purposes (Art. 18 GDPR + Art. 21 GDPR)
- Receipt of your data in a transferable format (Art. 20 GDPR)
- Complaint to a supervisory authority (Art. 77 GDPR)

For detailed information about these rights, please contact us.

## Right to Object

If your data is processed on the basis of legitimate interests, you have the right to object to this processing, provided there are reasons arising from your particular situation. (Art. 6 Para. 1 S. 1 lit. f GDPR & Art. 21 GDPR)

To exercise your right of objection, please send an email to our contact address: [kanzlei@buhlke.de](mailto:kanzlei@buhlke.de)

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Signature

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City & Date