**Privacy Policy**

1. **General.**

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. By providing us with your personal information and using our services, you are accepting and consenting to the practices described in this policy. For the purposes of EU Regulation 2016/679 (the EU General Data Protection Regulation) hereinafter referred to in this policy as the “GDPR”, the Data Controller is Zena Stylianou Mylona Law Office of Christaki Kranou 58, 4042 Potamos Germasogeias.

Reference to “us”, “we” or the “Law Office” is a reference to, and to any member of Zena Stylianou Mylona Law Office. References to “you” “user” or the “Client” means any person or entity dealing with us in any capacity whatsoever.

1. **Data Collection.**

We will collect and process the following data about you:

* Information you give us either by filling our client forms, engagement letters, retainers or by corresponding with us by phone, e-mail, in person or otherwise. It includes information you provide when you choose to use our services and/or become an affiliate to our firm, participate in any firm event and when you send any information to us under any capacity. The information you give us may include your name, address, e-mail address and phone number, financial information, personal description and photograph.
* Information we receive from other sources about you if you use our website or the services we provide and/or from other affiliates and/or professionals. In this case, we will have informed you when we collected that data and if we intend to share those data internally. We will also have told you for what purpose we will share and combine your data.
* Information collected from other sources, including cookies on this or other websites, data vendors or any public or private sources.
1. **Data Use**

The collection and processing of personal information is necessary and lawful for our activities. The Law Office uses information held about you in the following ways:

* to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
* to provide you with information about other services we offer that are similar to those that you have already used or enquired about;
* to notify you about changes to our service; Information we collect about you. We will use this information:
* to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
* to improve our site to ensure that content is presented in the most effective manner for you and for your computer;
* as part of our efforts to keep our site safe and secure;
* for employment purposes.

Information we receive from other sources. We will combine this information with information you give to us and information we collect about you. We will use this information and the combined information for the purposes set out above (depending on the types of information we receive).

1. **Disclosure**

You agree that we have the right to share your personal information with:

• Any member of our Law Office;

• Selected third parties including:

▪ business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you;

▪ business publications and/or legal and/or business directories. We will always ask for your consent to release material information relating to your personal data and/or particulars of
a case handled by us and/or any services provided by us.

▪ analytics and search engine providers that assist us in the improvement and optimisation of our site;

▪ credit reference agencies and/or banking/financial institutions for the purpose of assessing your credit score where this is a condition of us entering into a contract with you.

• Compliance software for the purposes of complying with local and international regulations against money-laundering, fraud and the general prevention of crime and illegal activities and/or the cooperation with the authorities and/or the police

We will disclose your personal information to third parties:

• In the event that this is necessary for the provision of services provided to you.

• If we are under a duty to disclose or share your personal data in order to comply with any legal and/or regulatory obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of Zena Stylianou Law Office, our customers, or others. This includes exchanging information with other companies and organizations for the purposes of fraud protection, anti-money laundering and credit risk reduction.

1. **Anti-Money-Laundering Procedures**

The Law Office conducts client due diligence enquiries on each new client and persons connected with them and conducts ongoing monitoring of existing clients. These enquiries are based on the FATF Recommendations, and the EU Third Money Laundering Directive, although if additional information is required, that information will also be obtained. Where necessary for these purposes, we may seek relevant information from third party data suppliers. Where individuals have supplied personal data for this purpose we will only use it for that purpose and will keep it only as long as the relevant AML and data protection legislation requires.

1. **Personal Data Storage**

Personal Data may be kept in paper (hard copy) or electronically on servers or personal computers or backup devices (including on portable devices) on our network, including third party data storage facilities or data centres \*cloud services) and may be copied or transmitted by any means and in any form or format.

The transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to us; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorized access.

1. **Data Retention Period**

**The Law Office retains personal data, information and records for as long as we are engaged and for a period of at least five years thereafter. We may maintain such records for longer period, if we consider it necessary, in order to comply with applicable laws (including but not limited to Cyprus Tax Laws), as well as for any period required in order to protect our interests in the case of claims and disputes.**

1. **Access to Personal Data**

**You have the right to access and rectify personal data held by the Law Office which was provided by you.**

We aim to comply with requests for access to personal information as quickly as possible and will ensure that we comply with legislation unless exceptions apply. In such cases, the reason for any delay will be explained in writing to the data subject making the request. In processing a request, the identity of the data subject has to be verified before information will be released. No personal data will be disclosed to a third party without the written consent of the data subject. We reserve the right to refuse repeated requests.

1. **Revisions to this Policy.**

We reserve the right, to update and amend this policy from time to time without notice and any changes will take effect immediately upon publication.

If you have any questions in relation to this policy please contact us at: zena@zsm.law.