

Legal Nodes Privacy Notice

Last updated: 05/02/2020

Please read carefully this Privacy Notice ("**Privacy Notice**", "**Notice**") before using the <https://legalnodes.org/> website ("**Website**"). Below you will find how the Company collects and uses different types of information on the Website.

For the purposes of this Notice:

- '**User**' is a user registered on the Website to search for Consulting Services;
- '**Legal Provider**' is a provider of Consulting Services registered on the Website to provide Consulting Services.

This Privacy Notice and [Cookie Policy](#) constitute integral parts of the [Terms and Conditions](#). Unless otherwise specified, the terms used in this document shall have the same meaning as in the Terms and Conditions.

Legal Nodes LTD, a legal person registered under the laws of England and Wales ("**Company**"), is the controller of the information you provide on the Website. You can contact the Company at hello@legalnodes.org.

In cases where you provide the information to a Legal Provider through the Website, the Company acts as a processor of the information, processing information on behalf of the Legal Provider. Read more about it in the Communications with Legal Providers [Section](#).

Except as for direct communications with Legal Providers, the information you provide on the Website is not protected under legal professional privilege and do not form any "attorney-client" relationship.

Data we collect:



[For Users](#)



[General Notice](#)



[For Legal Providers](#)

Miscellaneous:



[Analytics](#)



[Third-Party Access](#)



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[Other](#)

For Users

1. Account Information



Types of information: e-mail address, full name, a link to your LinkedIn profile, password, information about a company you represent: its legal name, website address, country, brief description, and your position in the company.

We also record the verifications you give to the Legal Providers and information about the deals concluded on the Website.

Why? Purposes and legal grounds:

1. Provision of Services – creating and maintaining your Account, addressing your Consulting Services requests to Legal Providers, contacting you regarding the Consulting Services or account, and personalization of services;

2. Legitimate interests – we use Account data, especially information about the company and your LinkedIn link to verify your identity and requests for the services.

We use Account information to conduct marketing analysis, and we can occasionally contact you regarding a new feature on the Website, update of the services or useful materials you might be interested in;

3. With your consent – sending you marketing and commercial e-mails; and

4. We may use account information to comply with legal obligations, such as financial or accounting compliance.

Retention period: as long as you have an Account with the Website. After deactivation of the Account, we will delete the information within one month. In the case of inactivity, we will deactivate your Account 2 years after the last session.

For Legal Providers

2. Account Information



Types of information: full name, e-mail address, link to your LinkedIn profile, link to your website, what type of a Legal Provider you are, password.

Why? Purposes and legal grounds:

1. Provision of Services – creating and maintaining your Account, contacting you regarding Consulting Services or Account, connection with Users, and personalization of services;

2. Legitimate interests – we use Account data, especially information about the company and your LinkedIn link to verify your identity and requests for the services.

We use Account information to conduct marketing analysis, and we can occasionally contact you regarding a new feature on the Website, update of the services or useful materials you might be interested in;

3. With your consent – sending you marketing and commercial e-mails; and

4. We may use account information to comply with legal obligations, such as financial or accounting compliance.

Retention period: as long as you have an account on the Website. After deactivation of the account, the Company will delete the information within one month. In the case of inactivity, the Company will deactivate your account 2 years after the last session.

3. Onboarding Procedure



Types of information: information about your professional experience, including information from your LinkedIn profile, such as previous workplaces, years of practice, certifications/permits, skills in law and information technologies, experience in innovations, licenses, areas of practice, references from previous clients.

We do not usually record videos of the onboarding procedure, but we can do it in certain cases. In such a case, we will additionally inform you.

Why? Purposes and legal grounds:

Based on our **legitimate interests** and the **necessity to provide you with our Services**, we process onboarding information to assess your eligibility to join Legal Nodes in terms of expertise and our current demand on the platform (market demand). We also analyse this information as a part of the Account information to conduct marketing research.

Retention period:

1. If the decision about onboarding is positive: same as for Account information;
2. If the decision is negative: we include the information in the shortlist of legal providers, where we store it for 1 year. You can request us to delete your data at any time.

4. Public Profile



Types of information: country, expertise, and type of services you offer, pricing model, description summary, special offers, verifications from previous clients.

Please note, that unregistered Website visitors will be able to see your public profile, which is one of the core Website features. Unregistered users will not be able to see the types of services you provide, but this information will be seen for registered Users.

Why? Purposes and legal grounds:

1. Provision of Services – as one of the key Website features, we enable visitors to search for legal providers and review their profiles;
2. Legitimate interests – we analyse profile information as a part of your Account information to conduct our marketing research and prevent fraudulent activities on the Website;
3. We may use profile information as a part of Account information to comply with legal obligations, such as financial or accounting compliance

Retention period: same as for Account information.

General Notice

5. Communications with Legal Manager



Types of information: any information you provide to the Legal Manager, date and time of call with the Legal Manager, information about your company, legal issues or other details you might share with the Legal Manager.

Why? Purposes and legal grounds:

1. Provision of information Services, help with identifying Consulting Services, and qualifying your request for Consulting Services; and
2. Legitimate interests – analysing the efficiency of the Legal Manager, popularity of certain Consulting Services and other services, as well as for the prevention of fraudulent activities.

Retention period: same as for the Account information.

6. Consulting Services between Users and Legal Providers



Types of information: requests for Consulting Services, description, and date of the request, the Legal Provider chosen for the request.

If necessary, we can request additional information to qualify the request, such as information about the size of the client company, business model, target industry/market.

The Legal Provider will be able to see the User representative's name and position in the company, name of the company, link to its website, description of the request, and, if necessary, additional information requested from the client.

When the provision of Consulting Services is done, the Legal Provider submits us the title of Consulting Services, name of the User, information about the cost of the services provided, whether the User received Consulting Services for the first time, and type of payment for Consulting Services (e.g. advance, full, etc.).

Why? Purposes and legal grounds:

1. Provision of Services of connecting Users with Legal Providers and refunds (if appropriate);
2. We may use Account information to comply with legal obligations, such as financial or accounting compliance; and
3. Legitimate interests – marketing analysis of requests and Consulting Services popularity.

Retention period: same as for Account information.

7. Communication with Legal Providers



Types of information: any information you share with a Legal Provider through the Website, including your requests, services provided by the Legal Provider, invoices, confidential information, etc.

Why? Purposes and legal grounds: the Company, in this case, acts merely as a processor on behalf of Legal Providers, providing storage and private chat feature. The Legal Provider is the data controller for any information he/she obtains from you.

Retention period: upon the instructions of the Legal Provider. In case of absence, the storage period is the same as for the account information.

Disclaimer: Please note, that you provide the information directly to the Legal Provider, who is the data controller in this case. The Company has no control nor decides over the use of any

information provided to the Legal Provider. For exercising any data rights, please contact directly your Legal Provider.

8. E-Mail Requests



Types of information: e-mail address, subject, and content of the request.

Why? Purposes and legal grounds:

1. Provision of services – to assist you with your request;
2. Legitimate interests – marketing analysis of the traffic and requests; and
3. If you give your consent - sending you marketing and commercial e-mails.

Retention period: 2 months after receiving the request.

9. Social Networks



Types of information: subscriptions, likes, comments, retweets, reposts, and any other activity on the Company's pages on Social Networks (Facebook, LinkedIn, Twitter, Youtube).

Why? Purposes and legal grounds:

Assisting with your requests, responding to the activity, marketing analysis, social interaction, engagement of users.

Retention period: as long as the relevant page/content/user exists on a certain Social Network.

Analytics

10. Log Data and Analytics



We collect **information about your experience on the Website** – your device and browser information, login data, user ID, IP-address, geolocation data, date, time, and duration of use of the Website, links you visited, links, by which you were addressed to the Website.

We use this information:

- to give you the control over account active session (give information about logged-in devices, history of orders, etc.);
- monitor fraudulent activities on the Website; and
- to analyse traffic statistics.

Also, usage data is collected in an anonymized and aggregated form to improve Website's usability and for marketing purposes. Learn more about it in the Analytics [Section](#).

11. Cookies



The Company **uses cookies** to appropriately run the Website and for the analysis of the Website traffic. To learn more about the cookies, please read the [Cookie Policy](#).

Third-Party Access

12. CRM, Cloud Providers, and E-Mail Notifications



The Company **uses third parties' services** for data storage, sending e-mail notifications, newsletters, and announcements, as well as to manage our relationships with users (CRM systems). These third parties may only use information about users to perform services on the Company's behalf. They are not allowed to use it for their own purposes.

13. Analytics



The Company **uses analytic services to collect details of the Website use**, including, but not limited to traffic data, location data, length visit, other communication data, IP address, device information (such as hardware model, operating system version, unique device identifiers). In aggregated form, this information allows us to analyse the popularity and usability of the Website.

Non-Personally Identifiable Information can be collected and processed on the Website by Google Analytics in an anonymized and aggregated way to improve Website usability and for marketing purposes.

For more information on the privacy practices of Google, please check its Policies at www.google.com/analytics/policies/. You can also check additional information in the [Cookie Policy](#).

14. Other Disclosures



In addition to the disclosures for the purposes identified before, the Company **may disclose information:**

- if required by law, in connection with any legal proceedings or to establish, exercise or defend Company's legal rights; and
- in case of a sale, license or otherwise assigning the Company, corporate rights, the Website or its separate parts or services to third parties.

Except as provided in this privacy notice, the Company will not sell or share your information with third parties.

Data Rights

15. Your Data Rights



You may **exercise certain rights regarding your information.**

You can learn more and complete your requests to exercise data rights by contacting the Company at hello@legalnodes.org.

If you believe that the Company violates your data rights, you have the right to file a complaint with your national data protection authority.

In particular, you have the right to:

- **Withdraw your consent at any time.** You have the right to withdraw the consent if you previously gave the consent to the processing, for example, for commercial e-mails or marketing cookies;
- **Object to the processing of your information.** If we process your information in our legitimate interests, e.g., for direct marketing emails or for our marketing research purposes, you can object against it. We will consider your request and, if there are no legal grounds to refuse it (e.g., public interest), stop the processing for such purposes;
- **Access your information.** You have the right to know if the Company process your information, get full knowledge on processing and obtain a copy of your information in the Company's possession;
- **Verify your information and seek rectification.** If you find that we process inaccurate (e.g., mistakes in nationality, date of birth) or out-of-date (e.g., info on debts, economic activities) information, you can verify the accuracy of your information and/or ask for it to be updated or corrected;
- **Restrict the processing of your information.** When you contest the accuracy of your information, believe we process it unlawfully or want to object against the processing, you have the right to temporarily stop the processing of your information to check if the processing was consistent.

In this case, we will not process the information for any purpose other than storing it or for the legal compliance purposes until the circumstances of restriction cease to exist;

- **Ask us to delete/destroy/otherwise remove the information** about you. If we are not obliged to keep the data for legal purposes, we will remove your information upon your request.

Please note, that the deletion of your information may affect your experience on our Website or lead to close of relationships between you and us if the information was strictly necessary for the provision of services; and

- **Have your information transferred to another organization.**

Other

16. Security of Information



The Company **stores your information on the servers of the cloud provider inside the European Union** (currently in Germany). These servers have all technical measures to store the data securely and protected against unauthorized access.

However, the Company may also transfer users' information locally across different jurisdictions to perform processing activities. In this case, the Company ensures the appropriate safeguards are in place to protect the information, such as Standard Contractual Clauses signed with contractors. To learn more about international transfers of information, you can contact us by the contact e-mail address.

The Company takes necessary and sufficient organizational measures to protect users' information from unauthorized or accidental access, destruction, modification, blocking, copying, distribution, as well as from other illegal actions of third parties.

Immediate access to some amount of the data is only allowed to Company's authorized employees involved in maintaining the services. Such employees keep strict confidentiality and prevent unauthorized third-party access to personal information.

17. Changes to the Privacy Policy



The Company **can make changes** to its privacy policy and this Privacy Notice at any time. As far as technically and legally feasible, the Company will notify you about any significant changes by giving notice on the Website and/or sending a notice by contact information. It is strongly recommended to check this page from time to time.

Should the changes affect processing activities performed on the basis of the user's consent, the Company will collect new consent from you, where required.

18. Third-Party Services



This Website **may contain links to third-party services** and platforms. Although the Company chooses its partners thoroughly and diligently, it cannot be responsible for the content, terms and conditions or privacy policies of third-party services.

The Company encourages you to be aware when you leave the Website and read the privacy statements of the services that collect personally identifiable information.

Third-party websites may contain their own cookies. The Company is not responsible for their usage of cookies.

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