

Data Protection Terms / Privacy Policy

Eurocity OÜ / Eurocity Õigusbüroo

Effective from: 01.01.2020

Last updated: 09.07.2026

1. General Provisions

These data protection terms explain how Eurocity OÜ, operating under the name Eurocity Õigusbüroo, processes personal data when providing legal services, communicating with clients and operating the website eurocity.ee.

When processing personal data, we comply with Regulation (EU) 2016/679 of the European Parliament and of the Council, the General Data Protection Regulation (GDPR), the Estonian Personal Data Protection Act and other applicable legislation.

Our aim is to process personal data lawfully, transparently and securely, and only to the extent necessary to provide legal services, communicate with clients, perform contracts or comply with legal obligations.

2. Controller

The controller of personal data is:

Eurocity OÜ

Registry code: 12709347

Address: Kopli tn 25a, Põhja-Tallinn City District, Tallinn, Harju County, 10412

Email: roman@eurocity.ee

Website: eurocity.ee

According to the registry data of Eurocity OÜ, its registry code is 12709347, its address is Kopli tn 25a, Tallinn, and its email address is roman@eurocity.ee.

For data protection matters, please contact us at roman@eurocity.ee.

3. Personal Data We Process

The categories of personal data processed depend on the relationship between the individual and Eurocity OÜ and on the legal service being provided.

We may process the following personal data:

3.1. Contact Details

- name;
- email address;
- telephone number;
- postal address;
- language of communication;
- details of a representative or contact person.

3.2. Data Relating to the Client Relationship and Legal Services

- facts and explanations provided by the client;
- contracts, claims, correspondence, applications, complaints, statements of claim, responses, court documents and other procedural documents;
- data concerning a dispute, claim, contract, family law, inheritance law, law of obligations, property law, employment law, administrative law or another legal matter;
- data relating to court proceedings, administrative proceedings, enforcement proceedings, bankruptcy proceedings or other proceedings;
- personal identification code, date of birth and identity document details, where necessary for providing legal services or complying with a legal obligation;

- financial data, including income, liabilities, debts, assets, bank account details and payment data, where relevant to the matter;
- family data, employment data, real estate data, company-related data or other data necessary to resolve the specific legal matter.

3.3. Special Categories of Personal Data

When providing legal services, it may sometimes be necessary to process special categories of personal data, for example:

- health data;
- data concerning social assistance, capacity for work, disability or need for treatment;
- data concerning family or personal circumstances;
- other sensitive data where necessary to resolve the specific legal matter.

We process special categories of personal data only where necessary for the establishment, exercise or defence of legal claims, or where another valid legal basis is provided by applicable law.

3.4. Criminal Offence and Proceedings Data

If a client's legal matter concerns misdemeanour, criminal, police, prosecution, court or other proceedings, we may also process data concerning offences, proceedings, suspicions, charges, penalties or other procedural circumstances.

We process such data only to the extent necessary to provide legal services or to establish, exercise or defend legal claims, and where permitted by applicable law.

3.5. Billing and Accounting Data

- invoices;
- payment data;
- data concerning outstanding amounts;
- data relating to performance of the contract;
- data required for accounting and tax records.

3.6. Technical Data Relating to Website Use

When the website is used, we may process technical data, for example:

- IP address;
- device and browser data;
- time of the website visit;
- subpages visited;
- information collected through cookies and similar technologies;
- log data required to ensure the security and operation of the website.

The Estonian Data Protection Inspectorate (AKI) explains that data processed when a website is visited may include, for example, the IP address, browser and operating system data, and the time of the visit.

4. Purposes and Legal Bases for Processing Personal Data

We process personal data for the following purposes and on the following legal bases.

Purpose	Legal basis for processing
Responding to an enquiry and making initial contact	Taking steps prior to entering into a contract or legitimate interest
Providing legal services to a client	Performance of a contract
Communicating with a representative or contact person of a corporate client	Legitimate interest
Preparing legal documents and establishing, exercising or defending claims	Performance of a contract, legitimate interest, or the establishment, exercise or defence of legal claims

Purpose	Legal basis for processing
Submitting documents to a court, authority or another party to proceedings	Performance of a contract, legitimate interest or legal obligation
Issuing invoices and accounting	Legal obligation
Collecting outstanding debts or resolving a legal dispute	Legitimate interest
Ensuring the operation and security of the website	Legitimate interest
Using analytical or marketing cookies	Consent
Sending marketing communications	Consent, or legitimate interest in an existing client relationship where permitted by law

Where processing is based on consent, the individual has the right to withdraw consent at any time. Withdrawal of consent does not affect the lawfulness of processing carried out before the withdrawal.

5. Processing Based on Legitimate Interest

In certain cases, we process personal data on the basis of the legitimate interests of Eurocity OÜ.

A legitimate interest may include, in particular:

- maintaining client communications;
- ensuring the quality of legal services;
- protecting the rights of the client or Eurocity OÜ;
- establishing, substantiating or defending claims;
- ensuring the security of the website;
- ordinary business administration and retention of documents to the extent necessary to resolve potential disputes.

When processing personal data on the basis of legitimate interest, we assess that the processing does not disproportionately prejudice the rights and freedoms of the data subject.

6. Sources of Personal Data

We obtain personal data mainly:

- directly from the client or the person who contacts us;
- from the client's representative;
- from documents provided by the client;
- from public registers and databases;
- from courts, authorities, notaries, bailiffs, bankruptcy trustees or other parties to proceedings;
- from the opposing party or its representative;
- from other persons where this is necessary and lawful for resolving the specific legal matter.

7. Recipients of Personal Data

We do not sell or rent personal data to third parties.

We may disclose personal data only where necessary to provide legal services, perform a contract, comply with a legal obligation or protect a person's rights.

Personal data may be disclosed, for example, to:

- courts;
- bailiffs;
- notaries;
- bankruptcy trustees or other trustees;
- state and local government authorities;
- the police, prosecution service or other authorities conducting proceedings;

- the opposing party or its representative;
- experts, translators, auditors or other specialists;
- an accounting service provider;
- providers of IT, web hosting, email, cloud, archiving or security services;
- postal and courier service providers.

Where we use processors, they process personal data only on our instructions and under an appropriate data processing agreement. AKI explains that a controller may use only processors that provide sufficient guarantees for implementing appropriate technical and organisational measures.

8. Transfers of Personal Data Outside the European Economic Area

As a rule, we process and store personal data within the European Economic Area.

If personal data must be transferred outside the European Economic Area, we do so only where a valid legal basis and appropriate safeguards are in place, for example:

- an adequacy decision of the European Commission;
- the European Commission's standard contractual clauses;
- the explicit consent of the data subject;
- the transfer is necessary for the performance of a contract;
- the transfer is necessary for the establishment, exercise or defence of legal claims.

If a client uses third-party platforms for communication, such as Facebook, Messenger, WhatsApp or similar services, the providers of those services process personal data under their own terms and privacy policies.

9. Retention of Personal Data

We retain personal data only for as long as necessary to fulfil the purpose for which it was collected, perform a contract, provide legal services, comply with legal obligations, or establish and defend potential claims.

The general retention periods are as follows:

Type of data	Retention period
Enquiries that do not lead to a client relationship	Up to 12 months after responding to the enquiry
Documents related to the client agreement and provision of legal services	Generally up to 10 years after the matter ends, unless longer retention is required because of a pending dispute, claim or legal obligation
Accounting data and invoices	7 years in accordance with accounting requirements
Technical website logs	Generally up to 12 months, unless longer retention is necessary to investigate a security incident
Data relating to consent	Until consent is withdrawn or the purpose ceases to apply
Data relating to a dispute or proceedings	Until the proceedings have ended and the applicable limitation period has expired

The general retention period for original accounting documents is seven years. For certain claims, the required retention period may also be affected by limitation rules, including the ten-year limitation period for a claim recognised by a court judgment or other enforceable instrument.

When the basis for retention ceases to apply, we delete or anonymise personal data unless the law requires a longer retention period.

10. Data Security

We implement appropriate technical and organisational measures to protect personal data, taking into account the nature and scope of the data and the possible risks.

Security measures may include, among other things:

- restricting access to persons who require the data for their work;
- password protection and protection of user accounts;
- transmitting data through secure channels;
- protecting devices and information systems;
- storing documents in a manner that prevents unauthorised access;
- backups;
- encryption where necessary;
- confidentiality obligations.

AKI emphasises that secure solutions must be used to receive, transmit and store personal data, and that encryption is an important measure for making data unreadable to unauthorised persons.

11. Website and Cookies

The website eurocity.ee may use cookies and similar technologies.

A cookie is a small text file stored on a user's device when the website is visited. Cookies may be used, for example, to operate the website, improve usability, ensure security, collect statistics or for marketing purposes.

11.1. Strictly Necessary Cookies

Strictly necessary cookies are required for the website's basic functions. Without them, the website may not operate correctly.

The user's consent is not required for strictly necessary cookies, but clear information about them must be provided.

11.2. Analytical and Marketing Cookies

We use analytical, statistical and marketing cookies only with the user's prior consent.

Such cookies may help us understand how the website is used, which pages are useful to visitors, and how the website's content and usability can be improved.

If we use services such as Google Analytics, Meta Pixel or other similar services, the user is shown a cookie banner through which consent can be given or refused.

The user must be able to withdraw consent as easily as it was given.

11.3. Managing Cookies

The user can manage cookies:

- through the cookie banner or cookie settings displayed on the website;
- in the settings of the user's web browser;
- by deleting cookies already stored on the user's device.

Disabling certain cookies may affect the usability of the website or the operation of some functions.

12. Contact Form and Emails

If a person sends us a message through the website contact form or by email, we process the data contained in the message in order to respond to the enquiry, assess whether we can provide legal services and, where appropriate, establish a client relationship.

Please do not send excessive sensitive data through the website contact form where it is not necessary for the initial enquiry. Where appropriate, we will agree on a more secure method for sending documents or sensitive data.

13. Social Media

Eurocity Öğusbüroo may use social media channels, such as Facebook or other platforms.

If a person communicates with us through social media, we process the data provided to us for the purposes of responding and communicating with the client.

Social media platforms process personal data as independent controllers under their own terms and privacy policies. We recommend reviewing the data protection terms of the relevant platform.

14. Marketing and Newsletters

We send marketing communications, newsletters or offers only where a legal basis exists for doing so.

Where a marketing communication is based on consent, the individual may withdraw consent at any time.

Where marketing communications are sent to an existing client in connection with similar services and the law permits this, we always provide a simple way to opt out of further communications.

15. Automated Decision-Making and Profiling

Eurocity ÖÜ does not make decisions concerning individuals based solely on automated processing and does not use profiling that would produce legal effects or similarly significant effects for an individual.

16. Rights of the Data Subject

An individual has the following rights in relation to their personal data:

16.1. Right to Information

An individual has the right to receive information about whether and how their personal data is processed.

16.2. Right of Access

An individual has the right to request a copy of the personal data processed about them.

16.3. Right to Rectification

If personal data is inaccurate or incomplete, the individual has the right to request its correction or completion.

16.4. Right to Erasure

An individual has the right to request the erasure of personal data where there is no longer a legal basis for processing it.

Erasure cannot be required to the extent that retaining the data is necessary to provide legal services, comply with a legal obligation, or establish, exercise or defend legal claims.

16.5. Right to Restriction of Processing

An individual has the right to request restriction of the processing of personal data where a basis provided by law exists.

16.6. Right to Object

Where processing is based on legitimate interest, the individual has the right to object to the processing.

16.7. Right to Data Portability

Where processing is based on consent or a contract and is carried out by automated means, the individual has the right to receive the personal data they have provided in a structured, commonly used and machine-readable format.

16.8. Right to Withdraw Consent

Where processing is based on consent, the individual has the right to withdraw consent at any time.

16.9. Right to Lodge a Complaint with a Supervisory Authority

If an individual considers that their personal data is being processed unlawfully, they have the right to lodge a complaint with the Estonian Data Protection Inspectorate.

Estonian Data Protection Inspectorate

Email: info@aki.ee

Website: www.aki.ee

17. Exercising Your Rights

To exercise your rights, please send a request to:

roman@eurocity.ee

We generally respond to a request within one month. If the request is complex or extensive, we may extend the response period to the extent permitted by law.

To protect personal data, we may ask the applicant to verify their identity where necessary.

18. Confidentiality in the Provision of Legal Services

All data, documents and circumstances provided by a client are treated as confidential.

The duty of confidentiality applies both during the client relationship and after it has ended, except where disclosure is necessary to provide legal services, comply with the client's instructions, fulfil a legal obligation, or establish, exercise or defend legal claims.

19. Personal Data of Minors

We process the personal data of minors only where necessary to provide legal services, comply with a legal obligation, or protect the rights and interests of the minor.

Where an enquiry concerns a minor, it may also be necessary to process the data of a parent, guardian or other legal representative.

20. Amendments to the Data Protection Terms

We may amend these data protection terms from time to time if legislation, our data processing practices, the services used or the technical solution of the website changes.

The current version of the data protection terms is always available on the website eurocity.ee.