

# Profila

## Legal Intern Role Description

### Company Profile

Profila GmbH is a Swiss start-up focussed on building a B2B2C platform that allows brands to build authentic, consensual, one-to-one relationships with their consumers. We prioritize the privacy of our consumers' data over all else and that principle is the backbone of the product we are building.

Profila is a lean start-up that has seen early interest already amongst brand owners and we are looking to bring in strategic volunteers and provide them substantial projects and experience to help them develop their careers.

### Project Summary

Profila is seeking a highly motivated and enthusiastic legal intern to join our legal team. The ideal candidate will have a strong interest in the legal field, excellent communication and research skills, and the ability to work independently in a fast-paced environment.

### Project Responsibilities

- Corporate: drafting shareholder- and share purchase agreements; meeting minutes for board meetings; research on setting up and maintaining new corporate structures in Switzerland, EU and Africa;
- Contracts: reviewing software development agreements with our external development teams (focus on software creation; confidentiality; IPR transfer, open source etc), drafting agreements for corporate partnerships; reviewing NDAs; data processing agreements; etc.
- GDPR compliance: defining a GDPR compliance action list; reviewing existing contracts with third party software vendors; conducted privacy impact assessments; redrafting our internal and external policies.
- Web3 compliance: working with local experts in Switzerland on the compliance of Profila's cryptocurrency token sale, which included a regulatory analysis under financial law of the virtual asset Profila created; drafting corporate income tax and VAT rulings, SAFTs (simple agreements for future tokens) and SAFEs (simple agreements for future equity) as well as token sale terms and conditions.
- Legal research: we worked on a prestigious research project with the University of Luzern, funded by the Swiss government, around an AI/NLP smart knowledge base around privacy knowhow, which will improve people's understanding of how companies use their data. We collected 100's of legal documents and trained the smart knowledge base (which consisted of 600.000 privacy policies) to improve its answers.
- Legal marketing: drafting medium articles and social media posts around the legal problems Profila is solving (e.g. enabling people to easily exercise their data subject rights).
- Assist the legal team in research and drafting of legal documents and contracts
- Attend internal and external meetings, taking notes and following up on action items
- Assist with legal database management
- Prepare presentations and reports on legal topics
- Collaborate with other departments to support legal projects
- Perform other legal and administrative tasks as assigned

### Required Skills

- Currently enrolled in a law degree program (in EU, USA or Switzerland)
- Excellent research and writing skills
- Strong attention to detail
- Ability to work independently and take initiative
- Proficiency in Microsoft Office
- Excellent communication skills, both verbal and written

- Strong organizational and time management skills

### **Benefits**

- Opportunity to work in a dynamic legal environment
- Gain practical experience in legal research and writing
- Build relationships with experienced legal professionals
- Expand knowledge of legal concepts and procedures
- Possibility of full-time employment after the internship

### **Work Environment & Logistical Requirements**

The volunteer can work remotely from home, with occasional workshops at Profila HQ in Luzern (depending on covid restrictions and comfortability). The volunteer will work with the Leadership Team as required. The volunteer would be required to have a personal computer. Brand materials and assets and access to current team working tools will be provided

### **Duration**

10 hours per week for 3-6 months