

PRIVACY STATEMENT ADVOCATENKANTOOR & RECHTSANWALTSKANZLEI HOOGVELD

General

This privacy statement outlines how Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld protects your privacy. It explains, among other things, which of your personal data we process, why we require it and how long we store it. It also contains your rights and it describes how you can submit a question, comment or complaint.

Personal data processing

Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld processes personal data to offer its services, to improve its service provision and to communicate with you personally.

Purpose of personal data processing

Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld shall process the below personal data for the below purposes exclusively:

- to provide legal services, including performing an agreement and conducting (legal) proceedings;
- to collect payments;
- to advise, mediate and refer;
- to comply with its legal and statutory obligations;
- to defend against liability claims.

Which personal data is processed

In order to provide its services, Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld shall process the following (types or categories of) personal data:

- First name and name
- Gender
- Date of birth
- Place of birth
- Address
- Phone number
- Email address

- Other (personal) data you actively provide to us, including your BSN number (citizen service number), medical information, employment information and criminal justice information.

Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld shall process the abovementioned personal data because it was obtained after being provided by you, on your own initiative as part of the services, because it was notified to us by third parties, including counterparties, or because it was made available through public sources.

Legal basis for personal data processing

Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld shall process the abovementioned data exclusively on the below grounds, as intended in article 6 of the GDPR:

- a legal obligation;
- the performance of an agreement;
- a legitimate interest;
- the consent obtained from the person(s) involved.

Sharing personal data with third parties

Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld shall only share your personal data with third parties insofar necessary for the service provision, and subject to the abovementioned purposes. This may include the observation of practices by another solicitor, the performance of expertise research, the involvement of a third party on behalf and by order of Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld, such as an IT provider, but also the provision of your personal data in connection with (legal) proceedings or correspondence with the counterparty.

In addition, Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld may share personal data with a third party, such as a

regulatory body or another organisation exercising public authority, if a legal obligation requires it. A processing agreement shall be concluded with the third party processing your personal data on behalf and by order of Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld. Consequently, that third party shall also have to comply with the GDPR. Third parties engaged by Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld who offer services in the capacity of data controller, are, for the (further) processing of your personal data, responsible for their compliance with the GDPR.

Securing your personal data

Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld attaches great importance to the security and protection of your personal data and, taking into account the technology, takes the appropriate technical and organisational measures in order to ensure a level of security appropriate to the risks represented.

In the event Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld relies on third party services, such as those of an IT provider, Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld shall, as part of the protection of personal data, stipulate, in a processing agreement, arrangements regarding appropriate security measures.

Personal data storage period

Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld shall store processed personal data no longer than necessary for the abovementioned purposes of the data processing, or no longer than required by laws and regulations. Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld shall store the personal data for a period of seven years.

Privacy rights of persons concerned

You can send a request to access, correct, limit, object to the use of, transfer or remove your personal data or revoke your prior consent using the below contact details. We will reply within four weeks after receipt of your request.

There may be circumstances in which Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld cannot (fully) comply with your request. This may be linked to the confidentiality obligation of solicitors and the legal storage periods.

Privacy statement modifications

Advocatenkantoor & Rechtsanwaltskanzlei Hoogveld shall have the right to modify the content of this privacy statement at any given time, without prior notice. Any modifications of the privacy statement shall be published on the website. Please consult the website on a regular basis.

Questions and contact

Please send your requests as intended above as well as your questions or remarks regarding the processing of your personal data and this privacy statement to:

Advocatenkantoor & Rechtsanwaltskanzlei
Hoogveld
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