

Privacy Statement LVH Advocaten

Introduction

Leeman Verheijden Huntjens Advocaten (hereinafter referred to as 'LVH Advocaten') processes personal data within the framework of its activities. LVH Advocaten values your confidence in its organisation and is committed to protecting your privacy. Therefore, it has organised its privacy statement in accordance with the General Data Protection Regulation (hereafter referred to as 'GDPR/AVG-Algemene Verordening Gegevensbescherming').

If you are a client/contact of LVH Advocaten, this Privacy Statement applies to you. This privacy statement applies to all processing of personal data within LVH Advocaten. We update/amend the Privacy Statement unilaterally from time to time, based on changes in our processing activities or as and when required otherwise. This Privacy Statement was last updated on the *3rd of August 2018*. We therefore request you to check this page from time to time. However, substantive amendments made to this Privacy Statement will be accompanied by a clear notification on our website.

Types of Personal Data

Personal data is any information relating to an identified or identifiable natural person. Personal data that we process may include the following:

- (a) Your name;
- (b) Your contact details including postal address, email address, telephone number and mobile number;
- (c) Copy of your identity document;
- (d) Your bank account number;
- (e) Other personal information provided by you in your capacity as a client of LVH Advocaten;
- (f) Special personal data provided by you in your capacity as a client of LVH Advocaten;
- (g) Other personal information that you provide to us at the time of making a job application, such as information contained in your CV/resume, including *inter alia*, educational background and professional background.; and
- (h) Personal information collected by cookies and other technical means on the website of LVH Advocaten, which includes your IP address, search history, location, type of hardware and software used and origin of the visit.

We obtain your personal data if you use our services or if you enter into a different business relationship with us. If you do not provide us with the personal data required for our (legal) services, the consequence may be that we are unable to fulfill our contractual obligations.

Purpose and Use

Depending upon the type of personal data collected, it will be used for one of the following purposes:

- (a) Personal data is processed if and insofar as necessary for rendering legal services to you;
- (b) Personal data necessary for the purposes of employment, such as conducting background and eligibility checks, entering into and performing the terms of the employment contract, processing payroll and routine monitoring of computer network and resources;
- (c) Personal data may be processed for marketing and business development activities, such as news updates, invitations to our events and other marketing communications that may be of interest to you. As part of the business relationship with clients or if you subscribe, we use your personal data to send newsletters or invitations, or to register you as a participant in an event or seminar. This will occur only as part of the execution of the assignment/agreement or if you have given your consent.
- (d) If you supply services or provide services otherwise for the business operation of LVH Advocaten, your personal data are processed if and insofar as necessary for the preservation of the business relationship and the execution of the services.
- (e) For analytical and functional purposes (please see our Cookies policy for more information on this).
- (f) If you have a subscription to the HR Kennisdesk, LVH Advocaten processes personal data when you use the data bank. Your visit to the HR Kennisdesk data bank is analysed and the pages you have visited are registered. The data is processed for the purpose of analysing and improving the data bank's use in order to be of better service to you.

Legal Basis

The legal basis of processing personal data varies with the type of personal data that is processed as well as the purpose for which it is processed. The different grounds on which your personal data may be processed by LVH Advocaten are as follows:

- (a) Performance of a contract;
- (b) Compliance with a legal obligation;
- (c) Your consent; and
- (d) Legitimate interest of LVH Advocaten or a third party.

Duration of Storage

The personal data will not be stored longer than necessary, 5 years being the maximum as required under law, unless a statutory longer retention period applies or LVH has a legitimate interest to do so. Thereafter, the data will be deleted.

If you have been in contact with LVH Advocaten without any obligation, your personal data will be deleted as soon as it becomes clear that no client relationship will be established.

Finally, the LVH Advocaten website offers the possibility of applying for a job online during which the applicant's personal data is also processed. These personal data will be deleted as soon as the application process has been completed without a result.

Data Transfer & Disclosure

In principle, LVH Advocaten will not disclose your personal data to any third party. However, in some cases it may be necessary to share/transfer your personal data with third parties. This may include, *inter alia*:

- (a) Third parties relevant to the legal services we provide, including courts, administrative bodies, government agencies, counterparties and experts.
- (b) Third party suppliers and service providers that LVH Advocaten engages in order to process your personal data for the different purposes described in this Privacy Statement, such as IT providers/automation suppliers, marketing and/or communication consultants, providers of storage of documents or other suppliers of certain supporting services.
- (c) Third parties that LVH Advocaten engages with in order to comply with legal obligations, including supervisory authorities and other statutory or government bodies.

LVH Advocaten will only disclose/ transfer your personal data to the abovementioned third parties for the purposes and on the legal basis stated in this Privacy Statement. To the extent that a third party processes your personal information as a data processor of LVH Advocaten, LVH Advocaten demands that all third parties adhere to the statutory provisions to the same extent for the protection of your personal data, by way of concluding a processor agreement with such party. In all other cases, third parties are themselves responsible for compliance with the GDPR and/or other applicable law and LVH Advocaten is neither responsible nor liable for the processing of your personal data by these third parties.

LVH Advocaten may find it necessary to transfer your personal data in some cases, to recipients outside the European Economic Area, in which case LVH Advocaten will ensure that the data transfer is compliant with applicable law.

Cookies or similar technologies

Our website may use cookies or similar technologies. These are small files that are saved on a user's computer when visiting a website. LVH Advocaten uses cookies which are necessary to execute the desired communication over the Internet or to provide a selected service. Most cookies will only collect anonymised data. The data is processed for the purpose of analysing and improving (the use of) the website.

LVH Advocaten also utilises Google Analytics, a service provided by Google. This allows the visit to the website to be analysed. The insights therefrom can be used to improve the website and service provision. The obtained information is transmitted to and stored by Google.

LVH Advocaten places videos on its website through Youtube.com and Vimeo.com. If you view a video on our website, these platforms may also use cookies or similar technologies.

Cookies have a retention period varying between the duration of the session and 2 years. Registered data includes, among other things, your IP address, the number of visited pages, the time and duration of the visit, your location, the origin of the visit, the type of hardware and software used and your search history.

The obtained data is also analysed by the marketing company Ha! Marketing B.V. This company analyses the data for the purpose of assigning the interest of website visitors, so the information provision on the website may be aligned with the legal topics that are most relevant to the visitors.

You can delete analytical cookies at any time. If you have withheld your consent to allow cookies and you delete the cookie which registered that fact, you will be asked for permission again when you visit our website.

Your rights

As a data subject, you have the following rights:

- (a) *Right to withdraw consent* - At any moment, you can withdraw any given consent for the use of personal data. To do so, please send a message to LVH Advocaten B.V. attn. workgroup Data Protection & Privacy, Westerstraat 42, 3016 DH Rotterdam, avg@lvh-advocaten.nl
- (b) *Right to object* - At any time, you may object to the use of your personal data for direct marketing purposes by sending a request for termination to LVH Advocaten B.V. attn. workgroup Data Protection & Privacy, Westerstraat 42, 3016 DH Rotterdam, avg@lvh-advocaten.nl
- (c) *Right to Access and related rights* - You have the right to ask LVH Advocaten to grant access to your personal data, have personal data shielded, restrict the processing of your personal data, rectify your personal data, delete your personal data and transfer your personal data in a directly downloadable and machine readable format. Such a request may be sent to LVH Advocaten B.V. attn. workgroup Data Protection & Privacy, Westerstraat 42, 3016 DH Rotterdam, avg@lvh-advocaten.nl
- (d) *Right to lodge a complaint with the supervisory authority* – You have the right to file a complaint in case of alleged infringement of your rights, with the Dutch supervisory authority.

Data Security

LVH Advocaten will ensure an adequate protection of your personal data by the appropriate technical and organisational safeguards. If you need more information about LVH Advocaten's security practices, please contact the workgroup Data Protection & Privacy, avg@lvh-advocaten.nl

Grievance Redressal

If you have any further questions regarding LVH Advocaten's data processing practices, or have any grievance or complaint regarding the same, please contact us please contact the workgroup Data Protection & Privacy, avg@lvh-advocaten.nl