

Hertoghs advocaten Privacy Statement

When Hertoghs advocaten performs legal services for you, you provide us with your personal data. You will, for example, send us documents, call or e-mail us, write us a letter or speak to someone from our office. It is important to us that you can rely on us handling your personal data carefully and confidentially. In this statement we explain our working procedure in more detail.

What is personal data?

Personal data is any information about an identified or identifiable natural person. This means that information is directly about someone or can be traced back to this person. Personal data only refers to natural persons and therefore data on deceased persons or on organisations is not personal data. Examples of personal data is: your name, address details and your telephone number. Sensitive data such as a person's race, religion or information about their health is referred to as special personal data and must be additionally protected.

What personal data do we process?

We process personal data on our clients and business relations. This is part of our business operations.

For what purpose do we use your personal data?

The personal data you have provided us with will only be processed for the following purposes:

- to provide the legal services you requested in a good, efficient and effective manner;
- to contact you when our services require this;
- to contact you when you have applied for a job with us;
- for informative purposes (for instance sending you our newsletters 'Hertoghs Beschouwt', 'Vaklunch.nl' or invitations for seminars or events).

We only use your personal data for these purposes and we will never pass on personal data to third parties without your permission or based on other legal grounds. If we are allowed to pass on data with your permission or based on another legal basis, we will impose the same protection and security measures on the third party that we apply ourselves.

On what basis do we process your personal data?

- a) processing is necessary to conclude and perform the contract between you and Hertoghs advocaten;
- b) processing is necessary to comply with a legal obligation;
- c) you have given us your permission.

What personal data do we process?

We process the following personal data:

- first name and surname
- function and title
- company name
- contact and invoice address
- e-mail address
- phone number
- date of birth
- sex
- Financial data (if necessary for the execution of the service and/or invoicing)
- Criminal justice data (when necessary for the context of handling a case)
- Any other information that you have provided to us without obligation.

We do not process any personal data that we have not obtained directly from you.

How do we protect your personal data?

When processing personal data, Hertoghs advocaten complies with privacy legislation. This means that we only collect and process personal data if there is a basis and a purpose for it. Personal data is only collected when necessary and it will be processed for that specific purpose only. When processing the data, we take the nature of the personal data into account and apply this with an appropriate technical and organisational security level. Therefore, you can rest assured that we handle your personal data carefully, safely and confidentially.

Confidentiality

The legal services provided by Hertoghs advocaten require our employees to have access to your personal data. To also guarantee the protection of your personal data in this respect, all our employees have signed a confidentiality agreement. This agreement imposes a duty of confidentiality on our employees so that they will carefully handle the information you have entrusted us with. It is important to know that only authorised personnel can process your data.

Access to and rectification of your data

Although we collect and process your personal data, this information remains yours. Therefore, we will always offer you the opportunity to see what information we have about you. If the information is incorrect, you can request it to be modified or erased. You can address requests for access, correction or erasure of your data to the e-mail address: privacycoordinator@hertoghsadvocaten.nl. You can also use it for any other questions about this privacy statement.

Retention period

We will not keep your data longer than necessary for the purposes stated in this privacy statement. The criteria for determining the retention period of your personal data are: (a) the duration of the contract with Hertoghs advocaten (b) the existence of statutory retention requirements or retention term or (c) the existence of a (potential) claim or dispute for the purpose of which the data should be kept.

Cookies

When you visit our website, cookies may be placed on your computer, tablet or smartphone. These are functional cookies only so that our website can function properly. Hertoghs advocaten does not use cookies that process personal data.

Amendments

Hertoghs advocaten reserves the right to modify this privacy statement. We therefore advise you to regularly check if something has been changed.

If you have questions about the way we process your personal data or if you wish to use one of the above rights with regard to your personal data, do not hesitate to contact us via the e-mail address: privacycoordinator@hertoghsadvocaten.nl

Adopted on 13 August 2018