

Privacy Policy Law Firm (Advocatenkantoor) Elbertse

'Advocatenkantoor Elbertse' (Law Firm Elbertse) respects the privacy of all visitors and users of the website. Advocatenkantoor Elbertse ensures that any personal information you may provide to Advocatenkantoor Elbertse is treated confidentially and in accordance with the Dutch Personal Data Act and the General Data Protection Regulation (Wet op de Persoonsgegevens en de Algemene Verordening Gegevensbescherming).

What is the purpose of our data processing?

Almost all personal data that we process, is processed for the optimal execution of the agreement concluded with you. In order to execute the agreement with clients as optimally as possible, we also process data of persons with whom we have not concluded an agreement, but who are in some way related to our clients; (adult) children of clients, supervisors of clients, counterparties and/or counterparties' lawyers.

We process this data to:

- Be able to contact you.
- Tailor our services as much as possible to the needs of our clients.
- Guarantee the most optimal possible execution of the agreement.
- Providing legal services, including the execution of an agreement and conducting (legal) proceedings.
- Collecting invoices.
- Advice, mediation and referral.
- Comply with our legal and regulatory obligations.
- Recruitment and selection (application).

In addition, under the Wwft ('Money Laundering and Terrorism Financing Prevention Act'), there is sometimes an obligation to process a number of personal data specifically stated therein.

Processing personal data in any other way will only take place if you have given explicit and unambiguous written permission for this, using the appropriate permission forms.

Basis for processing personal data

Advocatenkantoor Elbertse processes the above-mentioned personal data exclusively on the basis of the grounds mentioned below as referred to in Article 6 of the AVG (General Data Protection Regulation).

- Legal obligation
- Execution of an agreement
- Obtained consent from data subject(s)
- Legitimate interest

Which personal data are processed?

When you visit the website, a number of technical data is automatically provided to us. This includes the IP address you use, the operating system, the internet browser used and so-called cookies that you have accepted.

Advocatenkantoor Elbertse processes the following (types or categories) of personal data for the purpose of providing services or that have been provided by the person concerned on their own initiative:

- Name
- Address
- E-mail address
- Phone number
- Date of birth
- BSN (citizen service number)/foreigner number
- Details of your partner (name, address, e-mail address, date of birth, telephone number, BSN/foreign number)
- Details of your children (name, address, date of birth, BSN/foreign number)
- Other personal data specifically related to the assignment

Advocatenkantoor Elbertse processes the aforementioned personal data because they have been provided by you as the data subject on your own initiative, have been obtained in the context of the provision of services, have been made known to us by third parties, including counterparties, or have become known through public sources.

How can you obtain data?

You can request your personal data from Advocatenkantoor Elbertse using the following means of communication:

- By email
- By phone
- By mail
- Verbal

We aim to respond in writing, by telephone or verbally within 10 working days.

Personal data security

Advocatenkantoor Elbertse attaches great importance to the security and protection of your personal data and, taking into account the state of the art, ensures appropriate technical and organizational measures to ensure a security level tailored to the risk. In the event that Advocatenkantoor Elbertse uses services from third parties, such as an IT supplier, Advocatenkantoor Elbertse will record agreements about adequate security measures in a processing agreement in the context of the protection of personal data.

Retention period of personal data

Advocatenkantoor Elbertse does not store personal data that are processed for longer than is necessary for the aforementioned purposes of data processing or is required by law and regulations.

Rights of data subjects

When personal data is processed by Advocatenkantoor Elbertse, you as data subject have the following rights:

- *Right to information:* As data subject you have the right to receive the privacy policy.
- *Right of access:* as data subject you have the right to inspect the personal data that have been processed. In addition, you have the right to inspect certain information, such as the processing purposes, the type of personal data and to whom the personal data has been or will be provided.
- *Right to rectification/correction:* as data subject, you have the right to rectification of incorrect personal data concerning you or the right to provide an additional statement when the processing of the personal data takes place on the basis of incomplete data.
- *Right to object:* as data subject you have the right to object to the use of your personal data. As data subject, you have the right in certain cases to obtain a restriction of the processing of your personal data.
This means that the personal data may not be processed or changed.
- *Right to data portability:* as data subject, you have the right to receive the personal data processed by us in a structured, commonly used and machine-readable format.
- *Right to be forgotten:* As data subject, you have the right to request that your data be deleted. This is possible when one of the following situations occurs:
 - The personal data are no longer necessary for the purposes for which they were collected or otherwise processed.
 - The data subject withdraws the consent on which the processing is based and there is no other legal basis for the processing.
 - The data subject objects to the processing and there are no prevailing legitimate grounds for the processing.
 - The personal data has been processed unlawfully.
 - The personal data must be erased for compliance with a legal obligation under European Union or Member State law to which the controller is subject.
 - The personal data have been collected in connection with an offer of services of the information society.
- *Right to withdraw consent:* As data subject, you have the right to withdraw previously given consent.

You can send a request for access, correction, restriction, objection, portability of data, deletion of your personal data or withdrawal of previously given consent via the contact details below. You will receive further notice from us within four weeks of receiving your request.

Circumstances may arise in which Advocatenkantoor Elbertse cannot or cannot fully implement your request as a data subject. This includes the confidentiality obligation of lawyers and statutory retention periods.

You can send your request as referred to above to:

Advocatenkantoor Elbertse
Attn. Mrs. Mr L.E.M. (Linda) Elbertse
Boezemweg 71
2641 KG Pijnacker
info@advocatenkantoorelbertse.nl
015-2061144

In order to ensure that we provide the relevant personal data to the right person based on your request, we ask you to submit a copy of a valid passport, driver's license or identity document with a shielded photo and BSN number for verification.

Advocatenkantoor Elbertse only processes requests that relate to your own personal data.

Providing personal data to third parties

Advocatenkantoor Elbertse only shares your personal data with third parties to the extent necessary for the provision of services, taking into account the aforementioned purposes. This includes observing the practice by another lawyer, conducting an expertise assessment or engaging another third party on behalf of and commissioned by Advocatenkantoor Elbertse, such as an IT supplier, but also providing your personal data in connection with (legal) proceedings or correspondence with the counterparty.

In addition, Advocatenkantoor Elbertse may provide personal data to a third party, such as a supervisory authority or another body with public authority, insofar as there is a legal obligation to do so.

A processing agreement is concluded with the third party that processes your personal data on behalf of and commissioned by Advocatenkantoor Elbertse, as a result of which that third party is also obliged to comply with the General Data Protection Regulation. Third parties engaged by Advocatenkantoor Elbertse and its affiliated lawyers, who offer services as controllers, are for the (further) processing of your personal data itself responsible for compliance with the General Data Protection Regulation. This includes an accountant, notary, other third party engaged for a second opinion or expert report.

Adjustment of privacy policy

Advocatenkantoor Elbertse has the right to change the content of this privacy policy at any time without prior notice. Adjustments to the privacy policy will be published on the law firm's website. Therefore, please consult our website regularly.

Questions and contact

If you have any questions or comments about the processing of your personal data and this privacy policy, please contact our office.

Privacy Policy drawn up on January 1st 2023