

LANGELAAR KLINKHAMER ADVOCATEN

PRIVACY STATEMENT

General

Langelaar Klinkhamer Advocaten B.V. ("LKA") respects your personal data and ensures that personal information provided to us or otherwise obtained by us is treated with care and confidentiality. Personal data refers to any information about a person. Data that indirectly says something about someone is also personal data. The following implements the information obligation set out in the General Data Protection Regulation (GDPR) to the data subject(s) whose personal data LKA processes.

Data Controller

LKA is a data controller within the meaning of the AVG with respect to the processing of your personal data. LKA processes your personal data in order to provide legal services and to communicate personally with you as a data subject. As a litigant or in any other (personal) capacity, you provide personal data to LKA pursuant to an agreement or with your consent.

PURPOSE OF PROCESSING PERSONAL DATA

LKA processes the personal data listed below exclusively for the purposes listed below:

- the provision of legal services, including the performance of an agreement and the conduct of (legal) proceedings;
- collecting claims;
- advice, mediation and referral;
- comply with our legal and regulatory obligations;
- communication activities;
- recruitment and selection (application).

Which personal data are processed?

LKA processes the following (types or categories) of personal data for the purpose of the provision of services or provided by the data subject on his/her own initiative:

- basic data, such as name -, address -, place of residence or office data;
- phone numbers;
- other contact details, such as postal address, e-mail address or other addresses for electronic communication;
- gender, date of birth, age, nationality and marital status;
- financial data, such as account number, credit card number and income details;

data for the purpose of our communication activities, such as attendance at events and meetings;
work- or employment-related data;
company data
CV (job applicants)

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

Basis for processing personal data

LKA processes the personal data referred to above exclusively on the grounds set out below as referred to in Article 6 of the AVG:

legal obligation
execution of a contract
consent obtained from person(s) concerned
legitimate interest
Sharing personal data with third-party interest

LKA only shares your personal data with third parties to the extent necessary for the provision of services in accordance with the purposes mentioned above. This includes, for example, the observation of the practice by another lawyer, the performance of an expert examination or the engagement of another third party on behalf of and at the instruction of LKA, such as an IT supplier, but also the provision of your personal data in connection with (legal) proceedings or correspondence with the other party.

In addition, LKA may provide personal data to a third party, such as a regulator or other body vested with public authority, to the extent that 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 at the instructions of LKA, whereby that third party is also obliged to comply with the AVG. Third parties engaged by LKA, which offer services as processors, are themselves responsible for compliance with the AVG for the (further) processing of your personal data. This could include an accountant, notary, other third party engaged for the purpose of a second opinion or expert report.

Personal data security

The LKA attaches great importance to the security and protection of your personal data and, taking into account the state of the art, shall ensure appropriate technical and organisational measures to ensure a risk-appropriate security level. In the event that LKA uses the services of third parties, such as an

IT supplier, LKA will agree on adequate security measures in a processor's agreement in the context of personal data protection.

Retention period personal data

LKA does not retain personal data being processed for longer than is necessary for the aforementioned purposes of data processing or required under laws and regulations.

Privacy rights of data subjects

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

There may be circumstances in which LKA cannot or cannot fully comply with your request as a data subject. These include lawyers' duty of confidentiality and legal retention periods.

Your requests as referred to above should be addressed to:

Langelaar Klinkhamer Advocaten B.V., ko@langelaarklinkhamer.com, Veerkade 5c, 3016 DE, Rotterdam, 010 411 4146.

In order to ensure that we provide the relevant personal data to the right person on the basis of your request, we will ask you to present a valid passport, driving licence or ID card for verification purposes. LKA will only process requests that relate to your own personal data.

Use social media

LKA's website includes buttons to share web pages on social media, such as Twitter, LinkedIn or Facebook. LKA does not monitor and is not responsible for the processing of your personal data by and through such third parties. The use of such media is therefore at your own risk. Before using those third-party services, it is advisable to read the privacy statement of those third parties.

Amendment of privacy statement

LKA is entitled to change the content of this privacy statement at any time without prior notice. Amendments to the privacy statement will be published on LKA's website. Please therefore consult our website(s) regularly.

Questions & Contact

If you have any questions or comments regarding the processing of your personal data and this privacy statement, please contact:

Mrs H.L.A. Ko, ko@langelaarklinkhamer.com, Veerkade 5c, 3016 DE Rotterdam, 010 411 4146.

This privacy statement was adopted on 20 December 2018.