

## **Privacy statement Damen & De Koning Advocaten - January 2024**

This is the privacy statement of Damen & De Koning Advocaten B.V., located at Herengracht 374 (1016 CH) in Amsterdam. This privacy statement applies to the processing of personal data of our clients, potential clients and other persons who visit our website or have contact with us.

In this privacy statement, you can find information on how we handle personal data. You can contact us on telephone number 020-2050215 or e-mail address [info@damendekoning.nl](mailto:info@damendekoning.nl) if, after reading this privacy statement, you still have questions about how we handle personal data, or if you wish to exercise your rights under the General Data Protection Regulation ('AVG') or other laws and regulations on personal data mentioned in this privacy statement, or if you wish to lodge a complaint about the use of your personal data. If you are not satisfied with the handling of your complaint or if you prefer not to submit your complaint to us, you can also submit it to the Personal Data Authority, via the website: [autoriteitpersoonsgegevens.nl](https://autoriteitpersoonsgegevens.nl).

Damen & De Koning Advocaten is responsible for processing your personal data and will exercise the utmost care in doing so.

### **What personal data do we process?**

#### *File*

If you give us an assignment, we process personal data that you and any other party/parties and/or stakeholders in your case provide to us. These include at least:

- Your contact details such as your name, address, e-mail address and telephone number;
- a copy of your passport or identity card, in which we make the BSN number illegible;
- personal data relevant to the file. Which personal data these are varies from case to case.

Where appropriate, we also collect personal data about data subjects ourselves, for example to contact a person, company or institution.

#### *Contact*

If you contact us by email, social media or over the phone, we process the data you provide to us. This includes the contact details you provide to us (name, e-mail address, phone number) and the reason why you contact us (e.g. because you have a question).

### **For what purposes and on what basis do we process personal data?**

#### *File*

We use the personal data you provide as part of your instructions to us to handle your file. The basis for this is the performance of the agreement you have entered into with us.

We also use your data to invoice our work and to refund any excess advance payments. This processing is also necessary to perform the agreement you enter into with us.

We keep a copy of new clients' passport or identity documents because we are obliged under the rules of conduct applicable to lawyers to identify our clients and record evidence thereof. This obligation may also arise from the law under the Prevention of Money Laundering and Financing of Terrorism Act (Wwft). We make the BSN number illegible as there is no legal basis for its processing.

We also use client names and file information to check for the presence of possible conflicting interests.

We process personal data of persons other than our clients if this is necessary to pursue the legitimate interests of our clients.

### *Contact*

We use the contact details you provide to us via our website, by e-mail or telephone to contact you if necessary, for example to answer a question. We process this personal data because it is necessary for the fulfilment of our legitimate interest, namely to be able to carry out our work and obtain new assignments.

### *Newsletters, invitations, Christmas mailing*

We further use your e-mail address to send you occasional updates on our services or legal developments relevant to you, to send you invitations to events we organise such as seminars, and to send you a Christmas message. If you use our services, there is a so-called 'existing client relationship' and we will send you these mailings on the basis of our legitimate interest. If you have not previously used our services but have come into contact with us by other means (such as sending an e-mail with a question), we will only send you these mailings if you have given your consent. You can always unsubscribe by clicking the unsubscribe link at the bottom of our mailings.

### *Website visitor analysis*

The data we collect about visitors to the website is only used to keep statistics on visits to the website (e.g. to see which pages are most frequently viewed). The data is kept anonymised. The 'data sharing' option is disabled. We do not use other Google services in combination with Google-Analytics.

### **How long do we keep your personal data?**

#### *File*

We keep our files, and the personal data contained therein, for a minimum of seven years and a maximum of twenty years after the end of your case, due to the maximum limitation period. In exceptional cases, we keep a file longer than 20 years, for example if the statute of limitations is interrupted or if the handling lawyer considers that there is another legitimate interest to keep the file longer.

#### *Administration*

We keep our records, including invoices and other records on which the parties' personal data are mentioned, for a period of seven years after the end of the financial year to comply with tax retention obligations.

#### *Website visitor analysis*

Data on website visitors are kept for two years after the website visit, these are the default settings of Google Analytics.

### **With whom do we share your data?**

Your data are stored in a digital file and may appear in e-mails we send or receive, and are thus stored (and thus processed) by our ICT providers. We have entered into a processing agreement with these parties, which regulates at least the same level of security and confidentiality as you may expect from us.

We may additionally provide your data to third parties if this is necessary for the performance of the assignment. For example, we may provide your file to a judge, an expert or a mediator.

If you, or any other party, file a complaint against one of our lawyers or initiate proceedings related to the handling of a file containing your personal data, your personal data may be provided to the court or the complaints handler concerned.

The data collected through Google Analytics is processed by Google.

We do not further disclose your data to third parties, unless we are required by applicable laws and regulations to disclose certain data, for example to the police as part of a criminal investigation.

#### **How will your data be secured?**

We have appropriate technical and organisational security measures in place to protect your personal data from loss, misuse and unauthorised access by third parties. For example, we apply strict access authorisation both offline and online, our servers are regularly backed up and we work with secure connections.

#### **What are your rights?**

You have the following rights:

- a. The right to inspect your personal data and receive a copy of it.
- b. The right to rectify your personal data if it is inaccurate or incomplete.
- c. The right to object to processing and/or - in certain cases - the right to restrict the processing of your personal data.
- d. In certain cases: the right to have your personal data erased ('right to oblivion').
- e. The right to obtain your personal data in a structured, common and machine-readable form and to transfer that data to another person.

For more information on these rights and when you can exercise them: see Articles 15 to 20 of the AVG.

You can exercise your rights by contacting us at the e-mail address or telephone number listed at the beginning of the privacy notice.

#### **Changes**

There may be changes in the personal data we process or the applicable regulations. In that case, we may amend this privacy notice. In case of substantial changes, we will post a notification on the website or inform you of the change by e-mail.