

Klaver Advocaten B.V. Privacy Statement

Klaver Advocaten respects your personal data and ensures that the personal information provided to us or obtained otherwise will be treated confidentially. Personal data regards all information about a natural person and includes data that indirectly says something about somebody. This statement is to implement the obligation set out in the GDPR to inform the data subject(s) whose personal data is processed by Klaver Advocaten.

Identity of the controller

Klaver Advocaten is responsible for the processing of your personal data. Our office is located at Ritsevoort 2 in (1811 DN) Alkmaar. Klaver Advocaten can be reached by telephone at +31 (0)72 511 32 73 and by email at info@klaveradvocaten.nl. Klaver Advocaten processes personal data to be able to provide you with services, to improve our services and to be able personally to communicate with you as a data subject.

Purpose of processing of personal data

Klaver Advocaten will only process the personal data stated below for the following purposes:

- to provide legal services, including to perform an agreement and to conduct legal and other proceedings
- to collect invoices
- consultancy, intermediary services and referral
- to comply with our legal and statutory obligations

Legal basis for processing of personal data

Klaver Advocaten will only process the above personal data on the following legal bases as referred to in Article 6 of the GDPR:

- statutory obligation
- performance of an agreement
- consent obtained from the data subject(s)
- legitimate interest

Sharing of personal data with third parties

Klaver Advocaten will only share your personal data with third parties to the extent that our services so require and with due observance of the purposes stated above. In this respect, one may think of having an expert investigation conducted or engaging another third party on our behalf and on our instructions, such as an IT supplier, but also of provision of your personal data in connection with legal and other proceedings or correspondence with the other party.

In addition, Klaver Advocaten may provide personal data to a third party, such as a supervisor or another body exercising public authority, to the extent that we are subject to a statutory obligation to do so.

A processor agreement will be entered into with the third party processing your personal data on our behalf and on our instructions, binding such third party to comply with the GDPR as well. Any third parties engaged by Klaver Advocaten that provide services as controllers will, with respect to the

(further) processing of your personal data, be responsible for their own compliance with the GDPR. In this respect, one may think of auditors, civil-law notaries or any other third parties engaged to provide a second opinion or an expert opinion.

Security of personal data

Klaver Advocaten attaches great importance to the security and protection of your personal data and will, taking into account the state of the art, implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk. In the event that Klaver Advocaten uses services from third parties, such as an IT supplier, Klaver Advocaten will, for purposes of protection of personal data, lay down arrangements on sufficient security measures in a processor agreement.

Retention period of personal data

Klaver Advocaten will not retain personal data processed by it any longer than strictly necessary for the purposes of the data processing referred to above, or as required by laws and regulations.

Privacy rights of data subjects

You may send requests for access, rectification, restriction, objection, data portability, erasure of your personal data or withdrawal of consent already given via the contact details stated below. You will receive our reply within four weeks of our receipt of your request. There may be circumstances where Klaver Advocaten cannot, or cannot fully, honour your request as a data subject. In this respect, one may think of the client confidentiality of lawyers and statutory retention periods.

Please send your requests as referred to above to:

Klaver Advocaten, who can be reached by email at info@klaveradvocaten.nl, by post at Ritsevoort 2 in (1811 DN) Alkmaar, and by telephone at +31 72 511 32 73.

Amendment to privacy statement

Klaver Advocaten is entitled to amend the contents of this privacy statement at any time without prior notice. Any amendments to the privacy statement will be posted on our website. We recommend that you regularly check our website www.klaveradvocaten.nl.

Questions and contact

Should you have any questions or comments about the processing of your personal data or this privacy statement, please contact us at info@klaveradvocaten.nl.