

Privacy statement Wolfs Advocaten

General

Wolfs Advocaten respects your personal data and ensures that any personal data that it is supplied with or that it obtains by any other means is handled confidentially. Personal data concerns all information about an individual. Data that says something about someone indirectly is also considered personal data. With the following, we implement the information obligation towards the data subject whose personal data Wolfs Advocaten processes.

Controller and communication

Wolfs Advocaten is the controller for processing your personal data. If you have any questions about the processing in particular or this privacy statement, you can contact us via the following details.

Wolfs Advocaten
Wilhelminasingel 86
6221 BL Maastricht
Tel: +31 (0)43 356 15 70
Email: info@wolfsadvocaten.nl

Purpose of the personal data processing

Wolfs Advocaten processes your personal data for the following purposes:

- for contacts in the (pre) contractual phase;
- to provide legal services, including the execution of an agreement;
- to conduct (judicial) proceedings;
- for advice, mediation and referral;
- to collect invoices
- to comply with our legal and statutory obligations;
- to improve our services;
- to carry out our business processes;
- to conduct marketing and communication activities;
- to perform recruitment and selection (job applications);
- to safeguard its own legitimate (legal) interests.

Which personal data are processed?

Wolfs Advocaten processes the following (types or categories of) personal data:

- Name and address details, such as full name, address, place of residence and registration;
- Personal data, such as date of birth, gender, marital status, professional and labour history and work performance;
- Contact details, such telephone number, email address, social media address;
- Financial data, such as bank account number, mutations, statements, salary data, equity and debts;
- Medical data, exclusively insofar as is necessary for executing the agreement and for providing legal assistance. Moreover, your medical data are only processed with your consent;
- Photographic, video and audio material.

These personal data concern (former) clients of Wolfs Advocaten, (former) counterparties and other (potential) contractual relationships. Wolfs Advocaten has collected these personal data

from you personally. If Wolfs Advocaten receives personal data about you from a third party, then Wolfs Advocaten will inform you of this.

Basis for processing personal data

Wolfs Advocaten processes the above-mentioned personal data exclusively on the basis of the following grounds as intended in article 6 of the GDPR:

- Execution of an agreement. Wolfs Advocaten processes most personal data because this is necessary for the execution of the agreement with clients and others who have an agreement with Wolfs Advocaten. Wolfs Advocaten cannot, or cannot properly, execute this agreement or these agreements unless certain essential personal data are supplied. You are not obliged to supply us with your personal data. But, if you do not supply (enough) personal data, then we may not be able to carry out the activities for you, or not be able to do so effectively.
- Legal obligation. Your personal data may also be processed if Wolfs Advocaten has a legal obligation to process and/or to supply to third parties certain data that belongs to you.
- Legitimate interest. Wolfs Advocaten may use your personal data for sending invitations, news or other communications. Moreover, Wolfs Advocaten aims to set high quality standards to the arrangement of its activities and services. In this respect, it may be necessary to process your data to enable us to safeguard and improve our activities and services. This may require an analysis of your data and their use for information and training purposes. Wolfs Advocaten may also process your personal data because it is necessary for representing its (legal) interests. Wolfs Advocaten takes care in processing your data on this basis and ensures that this is not unnecessarily far-reaching, that your interests are not disproportionately harmed and it does not last for an unnecessarily long time.
- Consent obtained. Your personal data can be processed on grounds of your consent. You can always refuse consent and/or withdraw it again after having given consent. Withdrawing consent will not have any consequences for prior processing. Under some circumstances, withdrawing consent may result in us not being able to execute the agreement with you or your company.

Sharing personal data with third parties

Wolfs Advocaten only shares your personal data with third parties insofar as is necessary for the services, with due observance of the above-mentioned purposes. For instance, temporary performance of duties of the practice by another solicitor, carrying out an expertise survey (or having one carried out), or engaging another third party on behalf of and at the request of Wolfs Advocaten, such as an IT supplier, but also supplying your personal data in connection with (judicial) proceedings or correspondence with the counterparty.

Wolfs Advocaten may also provide personal data to a third party, such as a supervisory authority or other institutions that exercise public authority, insofar as a legal obligation exists to that end.

A processor agreement is concluded with the third party that processes your personal data on behalf of and at the request of Wolfs Advocaten, by means of which that third party is also bound to observing the GDPR. Third parties engaged by Wolfs Advocaten that offer controller services, are themselves responsible for fulfilling the requirements of the GDPR for the (further) processing of your personal data. For instance, an accountant, notary-public, another third party engaged for the benefit of a second opinion or professional report.

Personal data security

Wolfs Advocaten attaches a great deal of value to the security and protection of your personal data and, taking account of the state of the art, it ensures appropriate technical and organisational measures in order to safeguard a security level in proportion to the risk. In the event that Wolfs Advocaten uses third party services, such as an IT supplier, within the

framework of the protection of personal data, Wolfs Advocaten will lay down agreements in a processor agreement concerning adequate security measures.

Storage period for personal data

Wolfs Advocaten stores personal data that are processed for no longer than is necessary for the above-mentioned data processing purposes, or as required on grounds of rules and regulations. In this respect, in the first instance, Wolfs Advocaten takes account of the legal periods applicable to the normal fiscal storage period of seven years. Wolfs Advocaten also observes the storage period as laid down in rules and regulations for advocacy. Wolfs Advocaten maintains an internal overview of the most common storage periods. If no legal storage period is applicable regarding your personal data, Wolfs Advocaten aims to destroy the personal data after two years, unless it has a potential interest in processing your personal data for a longer period. Wolfs Advocaten assesses the latter periodically.

Rights of data subjects

As a data subject, you have the following rights:

- right to information (receipt of privacy statement);
- right of access (excluding personal notes made by the controller);
- right to rectification, addition, erasure or protection (only of factual data);
- right to object;
- right to data portability;
- right to be forgotten;
- right to the restriction of processing your personal data;
- right to withdraw a consent that was granted earlier.

If you wish to exert your rights, then you can contact us through the contact details mentioned. We will take a decision on your request within four weeks, unless we inform you within this period that we need some more time. To be sure that, at your request, we supply the personal data to the correct person, we ask you to verify your identity by submitting a copy of a valid passport, driving licence or identity document with a masked passport photo and BSN number [*citizen service number*]. Wolfs Advocaten will only take requests into consideration that are related to your own personal data.

Do you have a complaint about the use of your personal data? Then we refer you to the complaint procedure of the Dutch Data Protection Authority. This authority is authorised to take knowledge of your complaint.

Use of social media

The Wolfs Advocaten website may include buttons and/or links in order to promote web pages or for sharing on social (media) networks or third party websites, such as Twitter, LinkedIn or Facebook. Wolfs Advocaten is not responsible for the processing of your personal data by and through such third parties.

Privacy statement amendments

Wolfs Advocaten is entitled to change the contents of this privacy statement at any time without prior notification. Amendments to this privacy statement are published on the law firm's office. So please consult our website regularly:
<http://www.wolfsadvocaten.nl>.

This privacy statement was established on 01 September 2018.