

## **Privacy Statement**

Habraken Rutten Advocaten B.V. (HabrakenRutten) attaches great importance to the protection of your privacy and the confidentiality of your personal information. We process data in the capacity of a data controller within the meaning of the EU's General Data Protection Regulation. In this Privacy Statement, we explain how we handle your data. HabrakenRutten reserves the right to amend this Privacy Statement from time to time.

### **The purpose of processing data**

HabrakenRutten processes your data for the following purposes:

- To provide our legal services;
- To maintain our commercial relationship with you, for example, by keeping your name, contact information and (if applicable) business information so that we can contact you and stay in contact with you;
- To comply with statutory obligations;
- To bring our services to your attention, for example, by sending you a newsletter, an invitation to a seminar or client meeting, or information about law firm developments;
- To process a job application;
- To prepare statistics about the use of the HabrakenRutten website and relating to the analysis and improvement of the website, for this purpose processing the IP address of the website visitor (but without the last part of the IP address).

We process this personal information because you have provided it to us. You provide us with data, for example, by sending us an e-mail, by giving us your business card, by entering into a contract with us or by applying for a job with us. We may obtain personal information from other sources as well, including other lawyers, the trade registry at the Chamber of Commerce, the Land Registry and publicly available sources.

### **Principles underlying data processing**

HabrakenRutten processes data on the basis of one or more of the following principles:

- Performance of an agreement;
- Compliance with a statutory obligation;
- Legitimate interests of HabrakenRutten or a third party;
- Your consent, which you may withdraw at any time by contacting Mr. J.M. Brölmann at HabrakenRutten.

## **Does HabrakenRutten share your personal information with others?**

We may share your data with third parties (including without limitation other lawyers, opposing parties, courts, arbitration institutes, regulatory bodies, supervisory bodies and government bodies) if this is required to provide legal services or to comply with an order or statutory obligation. We may also share your data with third parties who are carrying out activities at our request, such as ICT providers and other providers to whom we contract out certain support services. We will share the information only with these third parties if adequate data protection measures have been taken. Part of this may include entry into a processing agreement and confidentiality agreement.

To provide our services, it may be necessary for us to forward your data to a recipient in a country outside the European Economic Area, for example, in the case of an international transaction or international arbitration. If we forward data to countries outside the European Economic Area, we do this in accordance with the statutory rules applicable to this.

## **Cookies**

Our website at [www.habrakenrutten.com](http://www.habrakenrutten.com) makes use of Google Analytic cookies if your browser is set to accept cookies and if you consent to this during your visit to our website. Cookies are small files placed on the computer of a website user during the visit to the website. We use these cookies to analyse the use of our website, for example, in order to determine how many people have visited our website, which pages the visitors are interested in and from which location our website is being visited. In doing so, the last part of the visitor's IP address is removed. HabrakenRutten makes no use of Google services other than Google Analytics and also makes no use of other cookies.

## **Security measures**

HabrakenRutten has taken sufficient technical and organisational measures to ensure a security level tailored to the risk. In doing so, HabrakenRutten has taken measures (amongst other things) to protect your data from wrongful use, wrongful access, loss, amendment or deletion.

## **Retention period**

Data is not retained for longer than necessary for the purposes for which the data was collected, including without limitation compliance with statutory and tax obligations.

Your data is deleted after the retention period mandated for the profession involved and after any limitation period has expired. This means that a file is retained for 20 years after file is closed.

**What are your rights?**

You have the right to access the data, the right to restrict processing of the data, the right to correct the data, the right to delete the data and the right to object to the processing of the data. In some situations, these rights may be restricted. For example, this may be the case if we have a statutory obligation to process data. Before you are able to exercise these rights, you are required to submit documentation that is sufficient to identify you.

Let us know if you disagree with how HabrakenRutten is processing your data. You may also submit a complaint to the Dutch Data Protection Authority.

**Contact**

If you have a question, a complaint or a request for further information about the handling of your personal information, please contact Mr. J.M. Brölmann at [j.brolmann@habrakenrutten.com](mailto:j.brolmann@habrakenrutten.com) or by sending a letter to him at HabrakenRutten, P.O. Box 19209, 3001 BE Rotterdam, The Netherlands.