

Privacy Statement – for clients and potential clients of the law firm *Noordam Advocatuur*

1. Processing personal data

Noordam Advocatuur controls the processing of your personal data. We are committed to ensuring that your privacy is protected. This Privacy Statement sets out how *Noordam Advocatuur* uses your personal data.

2. To whom does this Privacy Statement apply?

This Privacy Statement applies to all clients of *Noordam Advocatuur* to whom we provide legal services and to all potential clients who provide us with personal data when establishing contact.

3. Personal data

Any information which can be used to identify an individual constitutes personal information. Personal information includes e.g. your name, contact and address details as well as other information provided to us (for example during a registration procedure or during contact with *Noordam Advocatuur*), by you or by other parties involved in your case.

4. Legal grounds & purposes for the processing of your personal data

4a. Grounds

Noordam Advocatuur processes your personal data on the following legal bases:

- To record your questions and queries and/or to carry out any assignments
- To comply with our legal obligations
- Consent of the person(s) involved
- Legitimate interest

4b. Purposes

Noordam Advocatuur processes your personal data for the following purposes:

- To record your questions and queries and/or to carry out any assignments
- To conduct legal proceedings
- To send and collect invoices
- To comply with our legal obligations

Your data will be used exclusively for the purpose for which you provide the information and will only be processed if and insofar as required for the assignment or the potential assignment.

5. Third-party processors

For the processing of your data *Noordam Advocatuur* may involve service providers (data processors) who will process personal information on our behalf and at our instruction. To the extent that a third party processes your personal data, *Noordam Advocatuur* will conclude a processor agreement with such party that meets the requirements set out in the General Data Protection Regulation (GDPR). For instance, *Noordam Advocatuur* works with accessibility services and accountants for our financial administration.

6. Sharing your personal data with third parties

Your personal data will not be shared with third parties for commercial purposes.

We may have to share some of your personal data with third parties such as the court or the opposing party. This depends on the circumstances of the case.

7. Use of our website

Our website uses Google Analytics, which transmits website traffic data to Google servers. Google Analytics does not identify individual users or associate your IP address with any other data held by Google. We use reports provided by Google Analytics to help us understand our website traffic and webpage usage. Google can share this data with other parties if they are legally obligated to do so or when they involve third party processors. By using our site, you agree to the processing of your personal data by Google.

Noordam Advocatuur's website contains hyperlinks to sites of third parties. Whilst visiting these websites, *Noordam Advocatuur* cannot be held responsible for the processing of your personal data by these third parties.

8. Protecting your personal data

In order to ensure that your personal information will be processed in accordance with the GDPR, *Noordam Advocatuur* has taken appropriate measures to secure your personal information and your privacy. For example, *Noordam Advocatuur* uses ICT services that support the functioning and security of our systems.

9. Retention period

Noordam Advocatuur will not store your personal information any longer than is necessary to achieve the purposes stated in this Privacy Statement or to comply with the relevant laws and regulation.

10. Questions and complaints – contact information

You have the right to:

- inspect your personal data
- rectify your personal data if the information is incorrect or incomplete
- have your personal data deleted
- object to the processing of your personal data
- data portability
- withdraw the consent given for the processing of your personal data

If you have any questions or complaints concerning the processing of your personal information, please contact us by telephone (+31 20 – 68 98 123) or by e-mail (info@noordamadvocatuur.nl). *Noordam Advocatuur* will respond to your request as soon as possible, at the latest within four weeks. Circumstances may occur in which we might not be able to completely grant your request. For example, in the event *Noordam Advocatuur* is bound by legal retention periods.