

# Privacy Policy

De Roos Advocaten

Last updated: November 2018

Privacy Policy – De Roos Advocaten Coöperatief U.A.

# Privacy and Relevant Legislation

## 1 Who are we and what do we do?

We are De Roos Advocaten Coöperatief U.A., (a cooperative with excluded liability), also trading under the name **De Roos Advocaten**. De Roos Advocaten is an experienced, accessible and transparent law firm that mainly advises on Corporate Law, Intellectual Property Law, Privacy Law and Litigation (the **Services**). More information about us and our Services is available on our website [www.deroosadvocaten.nl](http://www.deroosadvocaten.nl) (the **Website**).

Privacy is of great importance to us. This **Privacy Policy** explains what kind of Personal Data we process via our Website and Services. It also explains the purposes for which Personal Data is used, how it is protected and the duration of its storage.

## 2 Privacy and relevant legislation

We process Personal Data in accordance with the General Data Protection Regulation (**GDPR**) and other relevant legislation and regulations regarding the protection of Personal Data, such as the Telecommunications Act (*Telecommunicatiewet*) for the use of cookies. All legislation mentioned here is collectively called **Relevant Legislation**.

## 3 Personal Data

In this Privacy Policy, the definition **Personal Data** is meant to be all information by which a person can be identified, directly or indirectly. This definition is in accordance with the Relevant Legislation.

## 4 What Personal Data do we process and for what purposes do we use them?

Depending on the relationship we have with a person, we process various Personal Data for different purposes. Below is a breakdown of what Personal Data of a (potential) client or job applicant is processed.

Data of our (potential) clients:

<b>(Personal) Data</b>	<b>Purpose(s)</b>
<i>Contact details of existing clients:</i> First name and surname, email address, and telephone number of the contact.	This data is used to: <ul style="list-style-type: none"><li>- approach our clients appropriately in our communications;</li><li>- keep and maintain contact with our clients;</li><li>- send newsletters (only if it is an existing client who has made no use of the right to object or if we have obtained consent to do so).</li></ul>
<i>Bank details of our clients:</i> Account number, IBAN and BIC code.	This data is used to: <ul style="list-style-type: none"><li>- check and administer payments from our clients for our Services;</li><li>- maintain our list of accounts receivable and outstanding invoices. In this, we do not process any bank details of our clients, only the invoice</li></ul>

	<p>number, invoice date, invoice amount and trade name of the client.</p> <p>We are only able to view our clients' bank details via our bank.</p>
<p><i>Client data in documentation:</i></p> <p>Personal Data provided to us by clients in their documentation, such as names, shareholder relationship, tax information and addresses.</p>	<p>We use this data to render Services to our clients by means of providing legal advice.</p>
<p><i>Data relating to previous Services to our clients:</i></p> <p>History of Services already rendered to the client.</p>	<p>This data is used to identify which Services clients have used.</p>
<p><i>Identification details of our clients:</i></p> <p>First and last name, address, and date of birth.</p>	<p>We use these details to identify our clients, if we are required to do so pursuant to the Money Laundering and Terrorist Financing (Prevention) Act (<i>Wet ter voorkoming van witwassen en financieren van terrorisme</i>).</p>
<p><i>Contact details of potential clients using a contact form on the Website:</i></p> <p>First name and surname, email address, and any Personal Data included in the message.</p>	<p>This data is used to make contact based on the message.</p>

Data of job applicants:

<b>(Personal) Data</b>	<b>Purpose(s)</b>
<p><i>Contact details of job applicant:</i></p> <p>First name and surname, email address, and telephone number.</p>	<p>We use these details to contact and to maintain contact with the job applicant.</p>
<p><i>Application data of job applicant:</i></p> <p>Details contained in the curriculum vitae and letter of application (such as qualifications, working experience and education), data which emerges from any social media research.</p>	<p>These details are used to estimate which job applicant is a suitable candidate to work at De Roos Advocaten.</p>
<p><i>Details of job application procedure:</i></p> <p>Notes during job interview(s).</p>	<p>These details are used to estimate which job applicant is a suitable candidate to work at De Roos Advocaten.</p>

In the case of a legal entity, we also process business data of the relevant organisation (such as the registration number at the Chamber of Commerce and the website). For this purpose we make use of the commercial register of the Chamber of Commerce, among other things.

## 5 Why are we allowed to process Personal Data?

There are several grounds in the Relevant Legislation, on the strength of which we may process Personal Data or need to process it:

- Performance of a contract: Some data is necessary to execute the agreement with our clients, such as contact and invoicing details and Personal Data contained in the documentation submitted to us by our clients.
- Legal obligation: We are obligated to keep several details in our records for the Tax and Customs Administration, such as invoicing details and country of residence.
- Legitimate interest: There is a legitimate interest in processing other data, for example, for processing Personal Data via the contact form, processing data of job applicants, and for sending newsletters to existing clients.
- Consent: Consent is required for sending newsletters via email to users who do not make use of our Services. This consent may also be withdrawn easily via the unsubscribe link in every newsletter.

## 6 Cookies

We do not place cookies via the Website that require a cookie banner.

## 7 How long is Personal Data stored?

We store Personal Data for as long as we need it for the above purposes:

- **Personal Data in our records for the Tax and Customs Administration** | This data is stored for seven (7) years, unless we are statutorily required to retain the data for longer;
- **Personal Data of job applicants** | This data is stored up to four (4) weeks after the job application procedure, unless we have consent from the job applicant to retain the data for one (1) year;
- **Personal Data of clients** | This data is stored up to twenty (20) years after collaboration with the client has ended, unless we are statutorily required to retain the data for longer;
- **Other information** | We store other Personal Data only for as long as it is necessary for the purposes. This is deleted as soon as it is no longer necessary for the purposes for which we processed it.

## 8 Do we share Personal Data with others?

We use third party service providers for email management and communications, data storage, invoicing, accounting, sending newsletters and CRM. We only provide such Personal Data to third party service providers which is necessary for them to execute the services they provide to us. These third party service providers are **(Sub) Processors** within the meaning of the Relevant Legislation. We have established contractual agreements with all our (Sub) Processors in **Processor Agreements** in which - in line with this Privacy Policy - it defines what these parties may do with your Personal Data, how they must secure it and when it must be deleted.

## **9 How is Personal Data protected?**

9.1 We make every effort to protect your Personal Data from unauthorized or unlawful access, alteration, disclosure, use or destruction. We take, among others things, the following technical and organisational measures to protect your Personal Data:

- Internally, Personal Data is only available in a protected environment, which is only accessible by any employee with a password;
- (Personal) Data can be accessed via a two-step verification;
- Our employees only have access to the data on a need-to-know basis;
- Our employees have their mobile devices, such as laptops, mobile phones and tablets, secured with a password;
- Internally, we maintain a clean desk policy;
- We maintain a 'paperless office' policy, which means that we use no more paper than is absolutely necessary;
- Personal Data required as a hard copy is stored in a lockable filing cabinet in a lockable room;
- All our employees have signed a confidentiality statement;
- Externally, we can delete all documents from a computer;
- Every area in our office can be locked separately;
- To ensure our employees are aware of data security, we organise a security awareness training every year;
- Our employees are obliged to change their passwords every quarter;
- Internally, a responsible person is appointed to monitor the organisational and technical precautionary measures.

## **10 Websites of third parties**

Our Website contains hyperlinks to websites of partners, suppliers, advertisers, sponsors, licensors or other third parties. We have no control over the contents or links that appear on these websites and we are not responsible for any practices of websites linked to or from our Website. In addition, these websites and their contents and links can change constantly. These websites may have their own privacy policy, user terms, and client policy. Browsing and interaction on any other website, including websites linked to or from our Website, are subject to the terms and policy of that website.

## **11 Amendments to this Privacy Policy**

We constantly seek ways to improve our Website and Services. This means, our Privacy Policy could be amended from time to time. If this Privacy Policy is amended significantly, then a notification is placed on our Website along with the updated Privacy Policy.

## **12 Rights and our contact details**

Data subjects from whom we collect Personal Data have the right to:

- request us to correct or update data;
- request data to be deleted from our database;

- request a copy of the Personal Data that we have processed. A copy of this may also be submitted to another data controller at the request of the data subject;
- withdraw consent for the processing of data. This does not affect the validity of processing executed before the time that consent was withdrawn;
- lodge an objection to us processing data;
- submit a complaint to the Dutch Data Protection Authority, if the data subject thinks we process data unlawfully.

We are committed to respond to such requests within five (5) working days after receipt.

To exercise the rights mentioned above, but also in the event of enquiries, comments or concerns about the manner in which we deal with Personal Data, please submit an email to our Privacy Officer using the email address: [kristel@deroosadvocaten.nl](mailto:kristel@deroosadvocaten.nl).

**De Roos Advocaten Coöperatief U.A.**

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