

## **Privacy statement Van Ardenne & Crince le Roy Advocaten N.V.**

### General

Van Ardenne & Crince le Roy Advocaten N.V. respects your personal data and makes sure that the personal information that is being provided to us or obtained in any other way, is being treated confidentially. Personal data entails all information about an individual. Data that provides indirect information about an individual, also counts as personal data. The following implements the obligation that follows from the General Data Protection Regulation (GDPR) to provide information to the subjects involved of whom personal data is being processed by Van Ardenne & Crince le Roy Advocaten N.V.

### Controller and communication

Van Ardenne & Crince le Roy Advocaten N.V. processes personal data in order to be able to offer and improve services and communicate personally with the subject involved. For evaluation of our services Van Ardenne & Crince le Roy Advocaten N.V. usually hires a third party. The subject itself chooses to participate and share their personal data.

### Purpose of processing personal data

Van Ardenne & Crince le Roy Advocaten N.V. processes the following personal data solely for the following purposes:

- The provision of legal services, this includes the execution of a contract and/or litigation.
- The collection of invoices
- Providing advice, mediation and reference
- Comply with our legal and regulatory obligations
- Marketing- and communication related activities
- Recruitment and selection (job application)

### Which personal data is being processed?

Van Ardenne & Crince le Roy Advocaten N.V. processes the following (types or categories) of personal data for the benefit of the provision of services or in case the subject involved provided personal data on its own initiative:

- Name, address, place of residence
- Gender
- Date of birth
- Phone number
- E-mail address

- Bank account number
- Identification document number
- Other personal data that is necessary for the processing of a file

The aforementioned personal data is being processed by Van Ardenne & Crince le Roy Advocaten N.V. because it has been provided by the subject on its own initiative, has been obtained in the context of the provision of services, has been provided to us by third parties, including the counterparty, or has been provided via public sources.

#### Basis of processing personal data

Van Ardenne & Crince le Roy Advocaten processes the abovementioned personal data solely on the basis of the following grounds as mentioned in Article 6 of the GDPR.

- Regulatory obligation
- Execution of a contract
- Obtained consent of subject(s)
- Justified interest

#### Sharing personal data with third parties

Van Ardenne & Crince le Roy Advocaten N.V. only shares your personal data with third parties as far as necessary for the provision of services, taken into account the aforementioned purposes. This includes substitution by another lawyer, execution of expert research, hire of a third party on behalf of and commissioned by Van Ardenne & Crince le Roy Advocaten N.V., for instance an IT-provider, but also provision of personal data in relation to (judicial) proceedings or correspondence with the counterparty.

Further, Van Ardenne & Crince le Roy Advocaten N.V. can also provide personal data to a third party, such as a supervisor or some other entity with authority, as far as this concerns a legal obligation.

With the third party that processes your personal data, Van Ardenne & Crince le Roy Advocaten N.V. will enter into a contract that also requires the third party to comply with the GDPR. Third parties hired by Van Ardenne & Crince le Roy Advocaten N.V. that offer services as controllers, are themselves responsible for compliance with the GDPR while processing your personal data. This includes accountants, notaries and other third parties hired for the benefit of a second opinion or an expert report.

#### Protection of personal data

Van Ardenne & Crince le Roy Advocaten N.V. highly values the protection and security of your personal data and ensures, taken into account the current state of technology, appropriate technical and organisational measures to guarantee a certain level of security, adjusted to the risk. In case Van Ardenne & Crince le Roy Advocaten N.V. uses the service of third parties, such as an IT-provider, Van

Ardenne & Crince le Roy Advocaten N.V. will write down agreements in a contract about appropriate security measures for the protection of personal data.

#### Storage limitation of personal data

Van Ardenne & Crince le Roy Advocaten N.V. saves personal data that is being processed no longer than necessary for the aforementioned purposes and/or regulatory obligations.

#### Right to privacy of the subjects

A request to access, restriction, object, portability of personal data, erasure of personal data or to withdraw prior consent, can be send to the contact details mentioned below. You will receive response within four weeks after receipt of your request.

Circumstances could occur due to which Van Ardenne & Crince le Roy Advocaten N.V. cannot (fully) fulfil your request. This includes secrecy obligation of a lawyer and legal storage limitations.

Abovementioned requests can be send to:

Van Ardenne & Crince le Roy Advocaten N.V., FAO mr. R.R. Crince le Roy, P.O. box 30106, 3001 DC Rotterdam or per e-mail: [r.crinceleroy@vanardenne-crinceleroy.nl](mailto:r.crinceleroy@vanardenne-crinceleroy.nl)

In order to be sure that we provide the concerned personal data on the basis of your request to the right person, we ask you to send a copy of a valid passport, driver's licence or identity card with a concealed picture and citizen service number. Van Ardenne & Crince le Roy Advocaten N.V. only considers requests that concern your own personal data.

#### Use of social media

Our website [www.vanardenne-crinceleroy.nl](http://www.vanardenne-crinceleroy.nl) contains buttons and/or links to promote or share webpages on social media or websites of third parties, such as Twitter, LinkedIn and Facebook. Van Ardenne & Crince le Roy Advocaten N.V. does not supervise and is not responsible for the share of your personal data by and via these third parties. The use of these media is thus at one's own risk. Before you use the services of these third parties, it is advised to read their privacy statement first.

#### Statistics and cookies

Van Ardenne & Crince le Roy Advocaten N.V. keeps track of user details of the website for statistical purposes. These user details are anonymous in principle and will not be sold to third parties by Van Ardenne & Crince le Roy Advocaten N.V.

In order to make the website [www.vanardenne-crinceleroy.nl](http://www.vanardenne-crinceleroy.nl) more user friendly, Van Ardenne & Crince le Roy Advocaten N.V. uses so-called 'cookies'. Cookies are small pieces of data that are being saved on your computer, tablet or smartphone during your visit on the website. You can decline the use of these cookies at any given moment, although this could limit the functionality and user friendliness of the website.

The website of Van Ardenne & Crince le Roy Advocaten N.V. uses cookies of Google Analytics to, in general, follow the user behaviour and general trends and obtain reports. This helps to improve the functioning of the website. Google can provide this information to third parties if Google is legally obliged to do so or in case third parties process the information on behalf of Google. By making use of the website of Van Ardenne & Crince le Roy Advocaten N.V., permission is given to process information by Google in the manner and for the purposes described here. Cookies are also being obtained by pressing buttons and/or links, as described under 'Use of social media'. Van Ardenne & Crince le Roy Advocaten N.V. does not influence the position and use of cookies by these third parties.

On the website of the Authority for Consumers & Markets ([Authority for Consumers & Markets | ACM.nl](#)) you can read more about cookies and how to block or delete them.

### Adjustment privacy statement

Van Ardenne & Crince le Roy Advocaten N.V. has the right to adjust the content of this privacy statement at any given moment without prior acknowledgement. Adjustments of this privacy statement will be published on the website. It is therefore advised to consult our website [www.vanardenne-crinceleroy.nl](http://www.vanardenne-crinceleroy.nl) regularly.

### Questions & Contact

Any questions about the processing of your personal data or about this privacy statement can be send to mr R.R. Crince le Roy via [r.crinceleroy@vanardenne-crinceleroy.nl](mailto:r.crinceleroy@vanardenne-crinceleroy.nl)

This privacy statement has been adopted on the 13<sup>th</sup> of March 2019.