

## Privacy statement TOON Advocaten B.V.

This privacy statement applies to the processing of personal data by TOON Advocaten B.V. (TOON Advocaten)

When providing our services, we process personal data of clients, potential clients and other persons being in contact with us. TOON Advocaten processes personal data to offer legal services, to improve the quality of services and to be able to communicate and maintain a relationship with you. TOON Advocaten considers your privacy to be important and handles your personal data as carefully and securely as possible.

### Who is responsible for the use of my data?

TOON Advocaten is the controller, as defined in the General Data Protection Regulation (GDPR) in relation to the processing of personal data described below.

### Which personal data do we process and for what purpose?

Personal data are any information which are related to an identified or identifiable natural person. TOON Advocaten processes personal data which you as data subject have provided to us, which we have obtained when we provide legal services to you, which third parties have provided to us or which are publicly available.

We may collect and process the following categories of personal data about you:

- personal data such as your first and surname, address, and a copy of your ID;
- contact details such as email address, postal address and phone number;
- personal data provided by you during meetings, seminars etc. such as contact and other details mentioned on your business card;
- personal data submitted by you for a job application such as name, address, date of birth, nationality marital status and all other personal information provided in your application;
- personal data obtained from public sources and registers such as the trade register of the Chamber of Commerce (*Kamer van Koophandel*) or the Land Register (*Kadaster*);
- personal data which are publicly available on business websites or social media platforms such as LinkedIn.

TOON Advocaten uses these personal data to:

- provide legal services to you or the organization you are associated with, to perform our obligations under the agreement of instruction and to conduct (legal or other) proceedings;
- send and collect invoices;
- advise, mediate and refer our clients;
- comply with our legal and statutory obligations;
- market our services and communicate with you;
- recruit and select job applicants.

TOON Advocaten processes your personal data on the basis of one of the following legal grounds:

- on the basis of your consent;
- for the proper execution of our contractual engagement;
- to comply with legal obligations TOON Advocaten is subject to;
- on the basis of our legitimate interests or the interests of a third party as described in this policy.

### Who do we share your data with and how are your data secured?

As a rule, we do not share your personal data with anyone outside TOON Advocaten. However, we may share your personal data with third parties if this is necessary for the proper execution

of our engagement, and for the purposes described above. For example, we may share your data with another lawyer engaged to handle your matter during absence or leave, with an expert in order to obtain an expert opinion, or if we engage a third party to provide services to TOON Advocaten, such as an IT provider. We may also (be required to) provide your personal data in the context of any judicial or other legal proceedings or in relation to correspondence with the opposing party. Finally, TOON Advocaten may provide personal data to other third parties, such as a supervisory authority or other public body, but only if required by law.

If TOON Advocaten instructs a third party to process certain personal data on its behalf, we will conclude a data processing agreement with such a party to ensure compliance with the GDPR. Third parties engaged by TOON Advocaten which offer services as a controller (such as accountants, civil law notaries or an expert engaged to provide a second opinion) are themselves responsible for the (further) processing of your personal data in accordance with the GDPR.

As TOON Advocaten considers your privacy to be important, we have taken appropriate technical and organizational measures to protect your data against unauthorized use, unauthorized access and wrongful modifications, loss or destruction. If TOON Advocaten procures third party services, such as from an IT provider, TOON Advocaten will safeguard the protection of personal data by entering into a data processing agreement including arrangements concerning appropriate security measures.

#### **How long do we store your personal data?**

TOON Advocaten does not store your personal data longer than is necessary for the purposes of processing the personal data as described above or than is required on the basis of applicable law and regulations.

#### **What are your rights?**

You can request access to and have the opportunity to correct, delete or export your personal data. You may also restrict or object to the processing of your personal data.

Requests regarding the processing of your personal data can be submitted by email to [info@TOONadvocaten.com](mailto:info@TOONadvocaten.com) or in writing to TOON Advocaten B.V., attn. privacy officer, Keizersgracht 365B, 1016 EJ Amsterdam, the Netherlands.

TOON Advocaten will only handle requests relation to your own personal data. Your rights as set out above may be limited in some situations - for example, where we can demonstrate that we have a legal requirement to process or store your data.

You also have the right to lodge a complaint with the Dutch Data Protection Authority (*Autoriteit Persoonsgegevens*).

TOON Advocaten reserves the right to amend this privacy statement at any time. Amendments of this privacy statement will be published on [www.TOONadvocaten.com/privacystatement](http://www.TOONadvocaten.com/privacystatement).

If you have any questions about this privacy statement or the use of your information, please feel free to contact our privacy officer via [info@TOONadvocaten.com](mailto:info@TOONadvocaten.com).