

WIJN & STAEL ADVOCATEN N.V. - PRIVACY STATEMENT

Effective January 2022

Our view of privacy

Wijn & Stael Advocaten N.V. ('Wijn & Stael') is a law firm in Utrecht, the Netherlands. Top quality, extensive expertise, social commitment and decisiveness are key concepts to us. Protecting the personal data that we process is also of great importance to us. We process the personal data of those of our actual and potential clients with whom we have had contact or wish to contact, recipients of our newsletters and all other persons who contact us.

When processing personal data, Wijn & Stael is bound by the General Data Protection Regulation, which came into effect on 25 May 2018. In this privacy statement we explain how we protect your privacy and how we handle your personal data. If you have any questions about this privacy statement, you will find out how you may contact us at the bottom of this privacy statement. This privacy statement does not apply to persons working for Wijn & Stael, job applicants, employment agency workers, temporary staff and student interns.

Who processes your personal data?

This privacy statement governs the processing of personal data by Wijn & Stael in its capacity as a data controller. Wijn & Stael has its registered office at Maliesingel 20 in (3581 BE) Utrecht. You may contact us by telephone on +31 (0)30 232 0800 during office hours and by email at privacy@wijnenstael.nl.

What personal data do we process?

Data is personal if it says something about you or can be linked to you. Everything that can be done with your personal data, for example its collection, storage, use, transmission or deletion is referred to as personal data 'processing'.

We process personal data that you yourself have provided to us. It comprises contact and other personal details required for the handling of your case by our lawyers, for example, your name, address, postal code, place of residence, telephone number, email address, company name, job title, bank account number, date of birth and any other information that is necessary with a view to the provision of our services. This may also include personal data that we obtain from other sources, such as personal data from the commercial register maintained by the Chamber of Commerce or the Land Registry, and personal data available on public (business) websites. We may also receive personal data pertaining to you from other parties.

For what purposes and on what grounds do we process your personal data?

In order to be able to carry out our work properly, we need to collect and process your personal data. We will process your personal data if this is necessary for the purposes of executing a letter of engagement in which you have instructed us to arrange for our lawyers to

provide legal services. As such, your personal data is used to maintain contact with you about your case. Your contact details are also entered into our customer database and, provided that you consent to this, may be used to send you newsletters. Depending on the nature of your case, personal data other than your contact details may also be required. Your personal data is also used to send you our invoices.

We may also process your personal data if we have a legitimate interest in doing so and do not disproportionately invade your privacy. For example, we do this for marketing, publicity and security purposes, to improve our services, to invite you to seminars and events, and to maintain business relations with you in this way.

We are also legally obliged to record certain personal data in some instances. For example, under the Money Laundering and Terrorist Financing (Prevention) Act [*Wet ter voorkoming van witwassen en financieren van terrorisme*] (WWFT) we have a duty to store a copy of your identity document or passport.

Should you elect not to share your personal data with us and/or to supply us with incomplete personal data, Wijn & Stael is entitled to decline to agree to a letter of engagement with you or to terminate or downgrade any agreement that has already been concluded with you where the relevant personal data is necessary for administrative purposes and/or to comply with any legal requirements.

How do we deal with your personal data?

We have adopted technical and organisational measures to protect your personal data and to prevent its misuse. For example, we ensure that the systems in which we store your personal data are as secure as possible. Your personal data will only be used within Wijn & Stael by those staff who require access to it given their position. In addition, all the information that we receive from our clients is protected by the professional privilege to which our lawyers are bound. We may also engage service providers (processors) to process your personal data. For example, we work with processors who provide us with hosting services or ICT support. We also use processors to send out our newsletters. In such a case we enter into data processing agreements with these processors pursuant to which they warrant that they will comply with the requirements stipulated in the General Data Protection Regulation.

Do we share your personal data with countries outside the EEA?

To send our newsletters and mailshots we use a processor situated in the United States and, as such, outside the European Economic Area (EEA). We have agreed to the 'standard contractual clauses' with this American processor. A copy of these 'standard contractual clauses' may be requested from our data protection officer at privacy@wijnstael.nl.

How long do we store your personal data?

We take great care to ensure that all your data is carefully stored and protected. We have a retention policy which stipulates how long we store personal data and we do not retain your data for any longer than is necessary for the purpose for which it was processed. We comply with the legally stipulated retention periods. We keep customer case files containing personal data for a period of ten (10) years after the relevant letter of engagement has been terminated, unless there are reasons to retain any such case file for a longer period.

Do we share your personal data with other parties?

In principle, we do not share your personal data with other parties except in so far as is stipulated in this privacy statement. For instance, we share your personal data with processors whom we engage in some cases, for example, hosting services or ICT support. It may also be necessary to share your personal data with judicial authorities or a contracting party. It may also be necessary to share your personal data for the purposes of concluding a contract or executing a notarial deed. In some cases transactions must be recorded, for example, in the commercial register maintained by the Chamber of Commerce or in the Land Registry. Data may also be shared with contractors whom we engage, such as a bailiff or a translator. Furthermore, we may have a legal duty to share your personal data with other parties. If a judicial ruling renders it mandatory for us to share your personal data with other parties, we have a duty to comply with this.

Your personal data will not be shared with other parties for commercial purposes. Neither will your personal data be used for automated decision-making, including profiling.

Your rights with regard to your personal data

Would you like to know what personal data we have recorded about you? At Wijn & Stael you may request an overview of the personal data that has been or will be processed in relation to you. If you find that your personal data has been processed incorrectly or incompletely, or should you feel that certain personal data need not have been processed, you may submit a request to Wijn & Stael asking us to amend, supplement or delete your data. You also have the right to object to the processing of your personal data and you have the right to data portability. In addition, you have the right to withdraw any consent granted for the processing of your personal data at any time. This would be the case, for example, if you no longer wish to receive our newsletter. Revoking your consent will not detract from the legitimacy of processing based on your consent prior to its revocation.

If you send us such a request, we will let you know what action we have taken as soon as possible but in any event within four (4) weeks after receiving your request. Because the lawyers working for Wijn & Stael are bound by a duty of non-disclosure, we cannot grant access to data processed for the purposes of providing our services.

Submitting a complaint to the Dutch Data Protection Authority

You are entitled to submit a complaint to the Dutch Data Protection Authority if you are not satisfied with the way in which Wijn & Stael processes your personal data and we are unable to deal with your request satisfactorily.

If you have any questions or complaints about the manner in which Wijn & Stael processes your personal data, you may send an email message to our data protection officer at privacy@wijnstael.nl or submit a written request to:

Wijn & Stael Advocaten N.V.
Attn. The Data Protection Officer
Personal Data Access Request
Maliesingel 20
3581 BE Utrecht

About this privacy statement

The legislation governing the field of privacy law changes regularly. As a result, it may be necessary for us to amend our privacy statement from time to time, so as to ensure that it remains up to date. If such changes are also important to you, we will draw your attention to them or notify you of them in a readily apparent manner.

You will always find the current version of our privacy statement on our website. This privacy statement was last amended on 27 January 2022.