

PRIVACY STATEMENT BEER ADVOCATEN

Beer advocaten, having its registered office in Amsterdam and listed with the Chamber of Commerce under number 50070959, takes the protection of personal data very seriously. In this privacy statement Beer advocaten explains how they handle information on identified or identifiable natural persons as referred to in the General Data Protection Regulation (GDPR).

1. Applicability

This privacy statement applies to the following categories of natural persons whose personal data are processed by Beer advocaten:

- a. (potential) clients;
- b. visitors to Beer advocaten's premises;
- c. visitors to www.beeradvocaten.nl;
- d. recipients of Beer advocaten's newsletters;
- e. participants in meetings of Beer advocaten;
- f. job applicants;
- g. all other individuals contacting Beer advocaten or whose personal data are processed by Beer advocaten, with the exception of its shareholders, associates and student-trainees.

2. Processing of Personal Data

Beer advocaten processes personal data that:

- a. subjects (i.e. anyone whose data are processed) have personally provided (during meetings or interviews) by telephone or digitally (by e-mail or online forms on the website), such as contact details and – depending on the occasion or case – other personal data;
- b. professional liability or legal assistance insurers, professional or industry associations have provided for handling of a case;
- c. have been generated when subjects visit Beer advocaten's website or read digital newsletters, such as IP-addresses, browsing behaviour (for instance data on the first, last and current visits, the pages visited and the manner of navigation through the website) whether subjects open newsletters and commercial e-mails, and on which parts they click;
- d. Beer advocaten has derived from other sources, including professional social media platforms like LinkedIn, public commercial websites, the trade register of the Chamber of Commerce, and the Land Register, such as contact details and other personal data.

The website of Beer advocaten contains hyperlinks to third-party websites as well as Twitter and LinkedIn buttons. If you click on those links or buttons, the corresponding social media platform will process your personal data. Beer advocaten is not responsible for the content of those websites or the services of those platforms, or for the privacy policies and the use of cookies on those websites or platforms. Please read the privacy statement of the relevant platform concerned to learn how they treat your personal data.

3. Purposes of Processing

Beer advocaten processes personal data for the purposes listed below:

- a. to perform contracts regarding the provision of legal services and to invoice the services performed;
- b. to comply with legal obligations, for instance under the Money Laundering and Terrorist Financing (Prevention) Act (Wwft);
- c. to obtain legal aid;
- d. to maintain contact by sending out newsletters, invitations to meetings and information requested by subjects;
- e. to improve information on products and services and to execute targeted marketing campaigns to provide clients/target groups with relevant information without including special personal data or confidential data and without creating individual client profile in the required combination and analysis of data;
- f. to evaluate meetings (like workshops or seminars) based on assessment forms completed by participants;
- g. to enhance the website www.beeradvocaten.nl;
- h. to keep user statistics that generate information on visitor numbers, the length of browsing, the parts of the website that are viewed and clicking behaviour. These are generic reports that cannot be used to identify individual visitors;
- i. to monitor access to the firm and to protect confidential data.

4. Legal Grounds

Beer advocaten has the following legal grounds for processing personal data:

- a. consent of subjects, which can always be withdrawn without affecting the legitimacy of the consent-based processing before withdrawal;
- b. in the context of a contract or the intention to enter into a contract for providing legal services, including invoicing third parties (Legal Aid Council, insurers, etcetera);
- c. legal obligations, for instance under the Wwft and the Legal Aid Act that require lawyers to collect and record certain data;
- d. justified interests like using contact details for invitations to meetings (like workshops or seminars) or sending out newsletters.

5. Processors

Beer advocaten may engage service providers (processors) to process personal data. These processors will process personal data only on the instructions of Beer advocaten and subject to data processing agreements that satisfy the criteria set by the General Data Protection Regulation (GDPR). Beer advocaten uses an IT-specialist who administers and secures the firm's IT-environment.

6. Sharing Personal Data with Third Parties

Beer advocaten shares personal data with third parties if necessary to handle a case or to comply with legal obligations. For the handling of a case it may be necessary to share personal data for legal proceedings (with the judicial authorities or (the lawyer of) the opposing party), to enter into an agreement (with the (lawyers of the) other parties to

the contract), to invoice our services (with the Legal Aid Council or insurers) or further to a court ruling (with a bailiff). Compliance with legal obligations might involve the notification of unusual transactions to supervisory authorities. Beer advocaten will never share personal data with third parties for commercial purposes.

7. Transfers outside EEA

Beer advocaten does not transfer personal data to countries outside the European Economic Area (EEA). However, should transfer be necessary, Beer advocaten will ensure that transfer takes place only if the European Commission has decided that the country in question offers an adequate level of protection or if there are appropriate safeguards as referred to in the General Data Protection Regulation (GDPR).

8. Retention of Data

Beer advocaten retains personal data only for as long as necessary, and in principle applies the retention periods listed below:

- a. paper working file: 5 years after closure of case;
- b. digital case file: 7 or 20 years after closure of case;
- c. (financial) administrative data: 7 years after the recording of the data;
- d. data on job applicants: 8 weeks after closure of recruitment procedure;
- e. visitors to the website and recipients of newsletters: 5 years after their last visit to the website or after deregistering from the newsletter, unless they object before, in which case their data will be destroyed.

9. Changes in Privacy Statement

Beer advocaten may change its privacy statement at any time. Changes will be published on Beer advocaten's website. We advise you to regularly check this privacy statement for changes.

10. Rights, Questions and Complaints

Subjects have the right to request Beer advocaten to inspect their personal data or to have Beer advocaten rectify, delete, or transfer their personal data. Subjects may also object to processing or to ask for restricted processing. To exercise any of these rights, subjects can contact Beer advocaten by sending an e-mail to kuyper@beeradvocaten.nl.

Questions or complaints about how Beer advocaten processes personal data can be addressed also tot kuyper@beeradvocaten.nl. We always seek to resolve complaints to the satisfaction of both parties. If we can't do so, you can contact the Dutch Data Protection Authority (AP).

Amsterdam, 25 May 2018