

# Privacy Statement

## Andries Advocatuur

### 1. Introduction

- 1.1. This Privacy Statement ("**Statement**") is used by Andries Advocatuur bv, with its offices located at Landsroemlaan 10/0, 1081 Brussels, Belgium (KBO no.: 0683.756.958). We can be contacted via [info@andriesadvocatuur.be](mailto:info@andriesadvocatuur.be).
- 1.2. The purpose of this Statement is to explain why and how data that identifies or may be used to identify natural persons with ("**Personal Data**") is processed by Andries Advocatuur bv.

### 2. Personal Data

- 2.1. Andries Advocatuur bv may process Personal Data that relates to you in the following situations:
  - 2.1.1. You are a client;
  - 2.1.2. You are the counterparty of a client;
  - 2.1.3. You are a supplier of products or services;
  - 2.1.4. You work for a client or supplier, based on an employment contract or otherwise;
  - 2.1.5. You apply for a vacancy;
  - 2.1.6. You are a person, or you work for an entity, that Andries Advocatuur bv would like to offer its services to.
- 2.2. The Personal Data that maybe processed by Andries Advocatuur bv is:
  - 2.2.1. Your first and last name;
  - 2.2.2. Your (business) contact details;
  - 2.2.3. Your (business) address details;
  - 2.2.4. Data relating to the business or legal entity that you work for;
  - 2.2.5. Your (business) email address;

- 2.2.6. The Personal Data that are provided to Andries Advocatuur bv by judicial bodies in the course of performing our services;
  - 2.2.7. The Personal Data that are obtained by Andries Advocatuur bv through databases as maintained by governmental bodies if so required on the basis of the service provided by Andries Advocatuur bv;
  - 2.2.8. A copy of your identification papers if required to comply with a legal obligation to which Andries Advocatuur bv is subject;
  - 2.2.9. Your national identification number, if required to comply with a legal obligation to which Andries Advocatuur bv is subject;
  - 2.2.10. A copy of your residence permit, if required to comply with a legal obligation to which Andries Advocatuur bv is subject;
  - 2.2.11. Any other Personal Data, depending on the nature of the relation you have with Andries Advocatuur bv.
- 2.3. In addition to this Personal Data, it is possible that you provide us with other Personal Data in the course of your contact with Andries Advocatuur bv. This may concern the following Personal Data:
- 2.3.1. The Personal Data that you provide to Andries Advocatuur bv in the course of the services Andries Advocatuur bv performs for you, such as but not limited to the Personal Data that are necessary to perform the legal services for you as requested;
  - 2.3.2. The Personal Data that Andries Advocatuur bv obtains through your use of the website when you send Andries Advocatuur bv products or provide services to Andries Advocatuur bv, contact Andries Advocatuur bv or in any other way communicate with Andries Advocatuur bv, whether or not on behalf of a business or legal entity.
- 2.4. The provision of the requested Personal Data under 2.2 is, in principle, mandatory and a necessary requirement to enter into an agreement with Andries Advocatuur bv. Where such Personal Data is not provided, Andries Advocatuur bv may not be able to comply with obligations that Andries Advocatuur bv is subject to or perform the agreement that has been or will be entered into. The provision of the Personal Data as described under 2.3 is, in principle, not mandatory and is not a necessary requirement to enter into an agreement with Andries Advocatuur bv. Where the Personal Data is not provided, Andries Advocatuur bv may not be able to perform the services and obligations as intended.

### 3. Sources

- 3.1. In principle, Andries Advocatuur bv obtains the Personal Data through you. This is not the case in the following situations:
- 3.1.1. Where Andries Advocatuur bv receives Personal Data from a third parties such as opponents or their legal representatives, notaries, bailiffs, liquidators, commercial data providers, judicial or administrative bodies;
  - 3.1.2. Where Andries Advocatuur bv obtains Personal Data through official databases and registers, such as the 'Rijksregister', the 'kadaster', the 'Belgisch Staatsblad', or the 'Kruispuntbank van Ondernemingen';
  - 3.1.3. Where Andries Advocatuur bv has engaged an employment agency, headhunter or similar service to recruit new employees.

## 4. Legal grounds

4.1. Andries Advocatuur bv collects Personal Data based on the following legal grounds for processing:

- 4.1.1. The processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract;
- 4.1.2. The processing is necessary for compliance with a legal obligation to which Andries Advocatuur bv is subject;
- 4.1.3. The processing is necessary for the purposes of legitimate interests pursued by Andries Advocatuur bv, i.e. the interest to perform its business activities, such as but not limited to the performance of the contract as entered into with your business, your employer or principal, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child;
- 4.1.4. Where necessary, Andries Advocatuur bv will request your consent for the processing of your Personal Data.

## 5. Purposes

5.1. Andries Advocatuur bv is processing the Personal Data mentioned for the following purposes:

- 5.1.1. To allow Andries Advocatuur bv to enter into an agreement with you - or the business that you represent or that you work for - and to perform this agreement, such as but not limited to the agreement for the performance of legal services, the agreement for the supply of products and services to Andries Advocatuur bv or to register and manage our clients, their counterparties, suppliers and other third parties Andries Advocatuur bv interacts with;
- 5.1.2. To allow Andries Advocatuur bv to comply with legal obligations to which Andries Advocatuur bv is subject;
- 5.1.3. To allow Andries Advocatuur bv to recruit new employees, assess them and hire them;
- 5.1.4. To allow Andries Advocatuur bv to perform direct marketing activities, such as but not limited to informing you about our services, events and possibilities and to verify the effectiveness of such activities.

## 6. Retention times

6.1. Andries Advocatuur bv stores the Personal Data no longer than necessary for the purposes as described in this Statement, unless Andries Advocatuur bv is required by law to store the Personal Data for a longer period of time. Specific retention times are:

- 6.1.1. General accounts receivable / payable

The Personal Data in connection to the general accounts receivable and payable, such as but not limited to transactions with clients and suppliers, will be stored for the term of the agreement that forms the basis of the claim and up to 10 (ten) years after the case has

been closed or the agreement has ended, unless Andries Advocatuur bv is required by law to store the Personal Data for a longer period of time.

**6.1.2. Matter data**

The Personal Data that is present in our legal dossiers and concern a matter that is being handled by Andries Advocatuur bv or has been handled by Andries Advocatuur bv, will be stored for the term of the agreement that forms the basis of the handling of the matter by Andries Advocatuur bv and until (10) ten years after the matter has been closed, unless Andries Advocatuur bv is required by law to store the Personal Data for a longer period of time.

**6.1.3. Client data**

The Personal Data concerning the clients of Andries Advocatuur bv that is not covered by a specific retention period will be stored up to 10 (ten) years after the last case for the client has been closed, unless Andries Advocatuur bv is required by law to store the Personal Data for a longer period of time, such as but not limited to the Money Laundering and Terrorist Financing (Prevention) Act.

**6.1.4. Prospects**

The Personal Data concerning prospects of Andries Advocatuur bv will be stored for Andries Advocatuur bv until 5 (five) years after the last contact with the prospect, unless Andries Advocatuur bv is required by law to store the Personal Data for a longer period of time.

**6.1.5. Recruitment**

The Personal Data concerning job applicants or candidates will be stored for the term of the procedure. If in the course of the procedure the job applicant or candidate is hired by Andries Advocatuur bv, the processing and storage of such Personal Data will continue in accordance with Andries Advocatuur bv's obligations under the employment legislation.

If in the course of the procedure the job applicant or candidate is not hired by Andries Advocatuur bv, the Personal Data will be deleted 2 (two) months after the procedure has ended, unless otherwise required by law or the job applicant or candidate consents to a longer storage period. In that case, the Personal Data will be stored for 2 (two) years after such consent has been provided, unless Andries Advocatuur bv is required by law to store the Personal Data for a longer period of time.

## **7. Recipients and transfer**

7.1. Andries Advocatuur bv may transfer Personal Data to third parties, referred to as 'recipients', if this transfer is required for the performance of the purposes as contained in this Statement. The (categories of) recipients are:

7.1.1. Our business relations, customers and suppliers;

7.1.2. Any experts engaged by us, necessary for the performance of the agreement with you, such as bailiffs and postal services;

7.1.3. The judicial and governmental bodies, including arbitrators, that are necessary in the performance of the agreement;

- 7.1.4. Legal advisors and other professional service providers to assist the business of Andries Advocatuur bv;
- 7.1.5. Analytics services to assess the effectiveness of our websites;
- 7.1.6. All recipients that you agree with in the performance of the services of Andries Advocatuur bv for you or the business you work for.
- 7.1.7. Any person or entity to which Andries Advocatuur bv is legally obliged to provide Personal Data or to perform the Statement, the general terms and conditions or the agreement with you, to protect the rights, property and freedoms of Andries Advocatuur bv or her clients or other third parties to which Andries Advocatuur bv has a duty of care.

## **8. International transfer**

- 8.1. Andries Advocatuur bv in principle does not transfer Personal Data outside of the European Union or international organisations.
- 8.2. As an exception to the above Andries Advocatuur bv's cloud storage and office software provider, Microsoft, may occasionally store or process Personal Data outside of the European Union in accordance with its own GDPR policies.

## **9. Security**

- 9.1. ANDRIES ADVOCATUUR BV highly values the protection of Personal Data and has implemented adequate measures and safeguards. These measures comply with the requirements of the GDPR, and consist of, amongst others:
  - 9.1.1. Securing the physical location of the Personal Data;
  - 9.1.2. Ensuring confidentiality of the Personal Data;
  - 9.1.3. Controlling access to Personal Data.

## **10. Rights**

- 10.1. The GDPR provides data subjects, depending on the situation, with the following rights:
  - 10.1.1. The right to access to Personal Data;
  - 10.1.2. The right to rectification of Personal Data;
  - 10.1.3. The right to request from Andries Advocatuur bv the erasure of Personal Data;
  - 10.1.4. The right to request Andries Advocatuur bv whether the processing of the Personal Data maybe

restricted;

10.1.5. The right to object to processing;

10.1.6. The right to data portability;

10.1.7. Where the processing is based on consent: the right to withdraw such consent at any time, without such withdrawal having effect on the legitimacy of the processing prior to withdrawal;

10.1.8. The right to lodge a complaint at a supervisory authority. The competent supervisory authority for Belgium is the 'Gegevensbeschermingsautoriteit' ([www.gegevensbeschermingsautoriteit.be](http://www.gegevensbeschermingsautoriteit.be))

10.2. When performing these rights, Andries Advocatuur bv may request specific additional information. Such additional information will only be processed for the purpose of performing the rights mentioned.

## Questions

Should you have any questions regarding this Statement or the processing of Personal Data by Andries Advocatuur bv or should you want to exercise your data protection rights, please contact Andries Advocatuur bv via the details provided in article 1.1 of this Statement.