

## **PRIVACY STATEMENT**

### **General**

LYS Advocaten handles your privacy with care and ensures that the personal details supplied to our office or obtained in some other way are dealt with confidentially. Below, you will find which personal data LYS Advocaten processes, why we process them and how we do it. This privacy statement was drafted on 1 December 2023.

LYS Advocaten reserves the right to unilaterally amend or supplement this statement.

### **Personal details processed by LYS Advocaten**

LYS Advocaten processes personal details that you supplied to LYS Advocaten as a job applicant, a (prospective) client, a business relation, a supplier or a counterparty. Besides, LYS Advocaten may process personal data that you did not supply yourself, but that are necessary to establish, exercise or defend a legal claim. Only those personal data are processed that are adequate, relevant and limited to what is needed to attain the intended purposes. LYS Advocaten will not use the personal data it has received for other purposes than the intended one.

This concerns the following personal data:

- contact and other personal details that are necessary to deal with your case;
- contact details obtained during acquisition negotiations, initial meetings, seminars and other events;
- personal data available via open sources, or obtained from the Commercial Register of the Chamber of Commerce and from the Land Register;
- personal data supplied in the context of a job application, such as your contact details, date of birth, nationality, civil status and other details provided as part of the job application or during the job interview.

Contact details are understood to include:

- your first name or names and surname;
- your address details;
- your telephone number;
- your email address;
- your citizen service number;
- your sex;
- your nationality.

## **Data processing principles**

LYS Advocaten processes personal data only if and in so far as at least one of the following conditions is fulfilled:

1. the data subject has given permission to process his personal data for one or more specific purposes;
2. processing is necessary for the performance of a contract to which the data subject is a party, or to take measures at the request of the data subject before a contract is entered into;
3. processing is necessary in order to fulfil a statutory obligation vested in the data controller;
4. processing is necessary in order to protect the vital interests of the data subject or of another natural person;
5. processing is necessary to fulfil a task carried out in the public interest, or a task carried out in the exercise of public authority that is entrusted to the data controller;
6. processing is necessary in order to represent the legitimate interests of the data controller or of a third party, except if the interests or fundamental rights and freedoms of the data subject prompting the protection of personal data carry more weight, particularly if the data subject is a child.

## **Purposes of personal data processing**

LYS Advocaten processes personal data in the execution of a contract under which you instructed our offices to provide legal services. Subject to the substance of your instructions or case, your personal data and, possibly, those of others are processed in order to conduct your case or carry out your instructions. Besides, your data are used to provide you with information requested by you, to maintain contact (for instance through news letters and personal messages, including invitations to events), for reasons of invoicing, within the context of a job application and for the purpose of compliance with statutory obligations.

When personal data are used for another purpose than they were obtained for, we check again whether there is a legal basis for the intended use. If there is not, your permission will be requested again.

In certain circumstances, LYS Advocaten may share your personal data with third parties, for instance because this is necessary in the conduct of your case, i.e. in legal proceedings. No personal data will be shared with third parties for commercial purposes. However, contact details may be shared during events amongst those attending.

## **How long do we retain personal data?**

LYS Advocaten will not retain your personal data any longer than strictly needed for achieving the goals for which your data were obtained, or for compliance with a statutory obligation. As soon as the applicable retention period has expired, the data in question will be deleted.

### **Sharing personal data with third parties**

LYS Advocaten will not sell your personal data to third parties, and will only supply them if this is necessary for the performance of the contract entered into or for compliance with a statutory obligation. We enter into a processing agreement that meets the legal requirements with any company processing your personal data.

### **Cookies or similar techniques that we use**

LYS Advocaten only uses technical, functional and analytical cookies that do not invade your privacy. A cookie is a small text file that is stored on your computer, tablet or smart phone at your first visit to this website. The cookies we utilize are necessary for the technical operation of the website and your ease of use. For instance, they ensure that the website functions properly and help us store your user preferences. In this way, we can improve the user experience of our office website. Via Settings, you can opt out of cookies by setting your internet browser so that it does not store cookies anymore. Via Settings, you can also choose to remove from your browser all information stored there previously.

### **Social media use**

The LYS Advocaten website includes buttons or links to promote or share web pages on social media platforms such as X, LinkedIn, Facebook, or on third-party websites. LYS Advocaten does not monitor and is not responsible for the processing of your personal data by and via such third parties. The use of those media is at your own risk.

### **Transfer of personal data abroad**

If personal data are transferred abroad we will check whether your privacy, for the purpose of data protection, is safeguarded sufficiently. The presumption is that within the EU data protection levels are alike. So when personal data are transferred to an organization within the EU (and the EEA), their protection is sufficiently safeguarded if this organization meets the GDPR requirements. Different regulations apply when transferring personal data to countries outside of the EU. As a general rule, LYS Advocaten allows personal data to be transferred only to countries with an appropriate protection level.

### **Access to, rectification, deletion or transfer of data**

You have the right of access to your personal data, to rectify them and to have them erased. Furthermore, you have the right to withdraw your permission or object to LYS Advocaten processing your personal data. You are also entitled to data portability. This means that you have the right to request that we send the personal data we have processed in a computer file on your behalf to you or to another organization of your choice.

By sending an email to [info@LYS-advocaten.nl](mailto:info@LYS-advocaten.nl), you can ask for access to or the rectification, removal or transfer of your personal data; or withdraw your permission for or object to LYS Advocaten processing your personal data. LYS Advocaten will first have to make sure that the request is made by you.

### **How we protect personal data**

LYS Advocaten takes the protection of your personal data very seriously, and implements appropriate measures to prevent their abuse, loss, unauthorized access, unsolicited disclosure and unauthorized changes.

This means that besides technical measures (security of systems), LYS Advocaten also implements organizational measures, including informing its employees about the GDPR, subjecting all employees to the obligation to observe confidentiality, and pursuing a clean-desk policy. Moreover, the number of people that has access to the data is restricted as much as possible.

If you believe nevertheless that your data are not protected properly or that there are indications of abuse, please contact our offices.

### **Contact details**

The data controller is LYS Advocaten B.V., which has its office address at (2514 AA) The Hague, Koninginnegracht 5.

You can contact us on telephone number +31 (0)70 200 10 02 or via [info@LYS-advocaten.nl](mailto:info@LYS-advocaten.nl). The designated contact for all GDPR-related matters is Mrs E. Keijzerwaard.