

## **PRIVACY STATEMENT HALPRIN LAW**

In order to provide you with assistance, you provide us with personal information. For example, if you send us documents, if you call us, e-mail, write a letter or if you speak to someone at our office. It is important for you to know that you can trust us to handle your (personal) data carefully and confidentially. We explain this in this statement.

### **What is personal data?**

Personal data is any information about an identified or identifiable natural person. This means that information is either directly about someone or can be traced back to that person. That it must be a natural person means that data from deceased individuals or from organizations are not personal data. Examples of personal data include: your name, address information and your phone number. Sensitive data such as someone's race, religion or data about your health are special personal data. These need extra protection.

### **From whom do we process personal data?**

We process personal data of our clients and relations. This is part of our business operations.

### **What do we use your personal data for?**

The personal data you have provided to us will only be processed for the following purposes:

- to perform the agreed work properly, efficiently and effectively;
- for contacting you, for the purpose of our services;
- for contacting you, if you have applied for a job with us;
- for informational purposes (including sending newsletters and invitations to seminars/events);
- if Halprin Law is or becomes a customer of your(your) organization;
- to the extent necessary under applicable legal regulations and/or professional rules;
- to look after (other) legitimate interests of Halprin Law, for example in connection with handling a complaint or keeping our (financial) administration;
- for the security, use and improvement of our website;
- to improve the quality of our services.

Halprin Law also receives personal data from other organizations as part of our legal services, for example when your personal data is provided to us by a supplier, client or opposing party. Halprin Law also uses personal data obtained from certain public sources, such as the trade register of the Chamber of Commerce and the Land Registry.

We only use the personal data for these purposes and do not disclose the personal data without your consent or other basis to third parties. If we do pass on data with your consent or on another basis, we impose the same protection and security measures on the third party as we apply ourselves.

The processing takes place on one of the following bases:

- a) the processing is necessary for the conclusion and performance of the agreement between you and Halprin Law;
- b) the processing is necessary for compliance with a legal obligation;
- c) you have given your consent for this purpose.

## **What personal data do we process?**

The nature of our services means that we will not always know in advance which of your personal data we will receive (from you or from third parties).

In general terms, we process the following personal data:

- first name and last name
- function and title
- company name
- contact and billing address
- e-mail address(es)
- phone number(s)
- date of birth
- gender
- financial data (if necessary for performance of service and/or billing)
- criminal data (in the context of handling a case)
- any other data you have provided to us without obligation.

If you have subscribed to our newsletter or engaged our services, we will occasionally keep you informed about our services, events or seminars to be organized by us and/or legally relevant developments. You can unsubscribe from such newsletters at any time via a link in the relevant email.

## **How do we handle your personal data?**

When processing personal data, Halprin Law adheres to the rules that privacy legislation prescribe. This means that we only collect and process personal data if there is a basis and purpose for doing so. Only the personal data that are necessary are collected and the personal data are then processed only for that specific purpose. In doing so, we keep the nature of the personal data in mind and adjust an appropriate technical and organizational level of security accordingly. You can therefore rest assured that we handle personal data carefully, securely and confidentially.

## **With whom may we share personal data?**

Halprin Law shares personal data if necessary to properly execute the agreement with you, if Halprin Law has a legitimate interest in doing so (for example, providing legal services to parties other than yourself), or pursuant to a legal obligation. Examples of parties with whom Halprin Law may share personal data are counterparties and their legal advisors, (other) advisors of our clients, the courts, and our own suppliers. When sharing your personal data Halprin Law will of course always comply with the applicable requirements, for example by entering into processing agreements or requesting your consent, where applicable. Naturally, Halprin Law respects the duty of confidentiality applicable to lawyers.

## **Confidentiality**

Halprin Law's provision of services makes it necessary for our office colleagues to have access to your personal data. To ensure the protection of your personal data here too, all our office colleagues and service providers have signed a confidentiality agreement. With this we impose on our colleagues and suppliers that they will keep your personal data absolutely confidential and that they will handle the data you entrust to us with care. It is important to know that only authorized personnel may process your data.

### **Inspection and correction of your data**

We collect and process your personal data, but this data remains your data. That is why we always offer you the opportunity to see what data we have on you. If the information is incorrect, you can request that it be amended or deleted. A request for inspection, correction or deletion of your data can be addressed to the following e-mail address: [info@halprin.law](mailto:info@halprin.law). Here you can also ask questions about this privacy statement.

### **Retention period**

We will retain your data for no longer than is necessary for the purpose for which we obtained the data from you. The criteria for determining the retention period of your personal data are (a) the duration of the agreement with Halprin Law (b) the existence of a legal retention obligation or term or (c) the existence of a (potential) claim or dispute in connection with which the data should be retained.

### **Cookies**

When you visit our website, cookies may be placed on your computer, tablet or smartphone. These are only functional cookies to enable the website to function properly. Halprin Law does not use cookies that process personal data.

### **Applicable Law**

This Privacy Statement, as well as any disputes arising out of or in connection with it, shall be governed exclusively by Dutch law.

### **Changes**

Halprin Law reserves the right to make changes to this Privacy Statement. We therefore advise you to check regularly to see whether anything has been changed herein. If you have any questions about the processing of your personal data by the organization or wish to make use of one of the above rights with regard to your personal data, you can always contact us via the contact details on our website or via the e-mail address: [info@halprin.law](mailto:info@halprin.law).

This privacy statement was last amended on April 1, 2023