

## **Privacy Statement of CITIUS ADVOCATEN**

### **1. General**

The partnership Citius Advocaten (hereafter: “**Citius Advocaten**”) respects your personal data and ensures that all personal data provided to us or coming in our possession in other ways is treated confidentially. Personal data is any information relating to a person. Data which indirectly reflects on a person also constitutes personal data. The following sections implement the duty laid down in the GDPR to inform the data subject whose personal data is being processed by Citius Advocaten.

### **2. Purpose of personal data processing**

Citius Advocaten processes the personal data specified below exclusively for the following purposes:

- provision of legal services by issuing advice and conducting legal and other proceedings;
- collection, dispatch and payment of invoices;
- intermediary services and referral;
- compliance with our legal and statutory obligations;
- marketing and communication activities.

### **3. What personal data is being processed?**

Citius Advocaten processes the following (categories of) personal data:

- name and address details;
- payment details;
- VAT number, Chamber of Commerce extract and website;
- telephone number;
- date of birth;
- gender;
- e-mail address;
- other information necessary for the performance of our legal services, including information concerning the substance of the matter.

Citius Advocaten processes the above personal data because this data was provided by you, being the data subject, on your own initiative, was obtained in the context of the provision of services, was disclosed to us by third parties, including opposing parties, or is in the public domain.

### **4. Basis for personal data processing**

Citius Advocaten processes the personal data listed in section 3 exclusively on the basis of the following grounds as referred to in Article 6 GDPR:

- legal obligation;
- performance of agreement;
- consent obtained from data subject;
- a legitimate interest, i.e. creating or maintaining client relationships and keeping adequate records.

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

Citius Advocaten will only share your personal data with third parties where this is necessary for the achievement of the objectives referred to in section 2. This may be the case, for example, if another lawyer looks after the practice or if an expert investigation is carried out or arranged. It may also happen that another third party is engaged on behalf of and on the instructions of Citius Advocaten, such as an IT supplier. Furthermore, your personal data may be shared in the context of legal or other proceedings or correspondence with the opposing party.

In addition, Citius Advocaten may provide personal data to a third party, such as a regulator or another body vested with public authority, insofar as it is under a statutory obligation to do so.

Where necessary, a data processing agreement will be concluded with the third party processing your personal data on behalf of and on the instructions of Citius Advocaten, which means that this third party will also be obliged to comply with the GDPR. Third parties engaged by Citius Advocaten which offer services in their capacity of controller will themselves be responsible for compliance with the GDPR in respect of the (further) processing of your personal data. Examples of such third parties include auditors, lawyers and other third parties engaged for the purpose of a second opinion or an expert report.

#### 6. Personal data security

Citius Advocaten attaches great value to the security and protection of your personal data, and implements appropriate technical and organisational measures - taking account of the state of the art - so as to ensure a level of protection commensurate with the risk.

#### 7. Personal data retention period

Citius Advocaten will not retain the personal data it processes any longer than is necessary for the aforementioned purposes of the data processing or is required pursuant to laws and regulations.

If you wish to receive further information about the retention period of your personal data, please send us an e-mail at [info@citiusadvocaten.nl](mailto:info@citiusadvocaten.nl).

#### 8. Privacy rights of data subjects

You are entitled to access, rectification or removal of the personal data which Citius Advocaten processes in relation to you. In addition, you can ask us to suspend a specific processing operation of your personal data until a particular objection or problem has been resolved. You can also object to the processing of your personal data (or a part of your personal data) in order to stop this processing, insofar as we process personal data on the grounds of a legitimate interest. On certain conditions, you also have the right to ask us to transfer a particular part of the data you provided to yourself or, on your instructions, directly to a third party.

You can send a request to exercise your rights to [info@citiusadvocaten.nl](mailto:info@citiusadvocaten.nl). In assessing your request, Citius Advocaten will apply the statutory conditions in force.

There may be circumstances in which Citius Advocaten is unable to comply with a request made by a data subject, or is unable to comply in full. Examples include a lawyer's duty of secrecy and the statutory retention periods.

In order to be certain that we provide the relevant personal data to the right person in compliance with your request, we may ask you, for verification purposes, to submit a copy of a valid passport, driving licence or identity document in which the passport photograph and BSN number have been blanked out. Citius Advocaten will only deal with requests that relate to your own personal data.

#### 9. Website use

On the website(s) of Citius Advocaten, [www.citiusadvocaten.nl](http://www.citiusadvocaten.nl), you will find buttons and/or links enabling you to promote or share web pages on social (media) networks or third-party websites, such as Twitter, LinkedIn or Facebook. Citius Advocaten does not monitor and is not responsible for the processing of your personal data by and via such third parties. The use of such media is therefore at your own risk. We recommend that you first read those third parties' privacy statements before using their services.

Citius Advocaten keeps a record of the website usage data for statistical purposes. The personal data collected in this way is anonymous in principle and Citius Advocaten does not sell this data to third parties.

Citius Advocaten uses 'cookies' in order to increase the ease of using its website(s). A cookie is a small text file that is placed on your computer, tablet, smartphone etc. when you visit the Citius Advocaten website(s). You can change the settings for the use of cookies requiring your consent at any desired moment, although this may limit the functionality and the ease of using the website(s).

The Citius Advocaten website uses Google Analytics cookies primarily in order to monitor user behaviour and general trends, and to obtain reports. This will help improve the operation of the website(s). Google may provide this information to third parties if Google is obliged to do so by law, or to the extent that third parties process the information on Google's behalf. By using the Citius Advocaten website(s), you consent to the processing of the information by Google in this manner and for these purposes. In addition, cookies are placed through the use of buttons and/or links, as described above. Citius Advocaten has no control over the placement and use of cookies by those third parties.

The website of the Netherlands Authority for Consumers and Markets [*Autoriteit Consument en Markt*] (<https://www.consuwijzer.nl/telecom-post/internet/privacy/uitleg-cookies>) tells you more about cookies and how you can block or remove them.

#### 10. Adjustment of privacy statement

Citius Advocaten is entitled to amend the contents of this privacy statement at any desired moment without prior notification. Adjustments to the privacy statements are published on the Citius Advocaten website. We therefore recommend that you regularly check our website.

If you have any questions or comments about the processing of your personal data and this privacy statement, please do not hesitate to contact our secretarial office, either by telephone on +31 (0)20 530 1730 or by e-mail at [info@citiusadvocaten.nl](mailto:info@citiusadvocaten.nl). The secretarial office will put you in touch with the relevant staff member responsible for dealing with questions about the processing of personal data by Citius Advocaten.