

PRIVACY STATEMENT Axius Advocaten & Mediators

This is the Privacy Statement of the law firm Axius Advocaten & Mediators (hereinafter referred to as 'Axius', 'we', 'us' or 'our'), with its registered office at Vendelier 4-1 in (3905 PA) Veenendaal, the Netherlands, in the trade register of the Chamber of Commerce under number 30256421. In order to provide you with a good service and to be able to carry out our work as efficiently and effectively as possible, we process certain personal data. Axius is therefore responsible for the processing of personal data as set out in this Privacy Statement.

We consider careful handling of your personal data to be of great importance. Your personal data is therefore processed and secured by us with the greatest possible care. You can rest assured that your data is safe with us and that we comply with the applicable legal rules.

Why do we have this privacy statement?

With this privacy statement we implement the information obligation laid down in the General Data Protection Regulation ("GDPR") by informing you how we handle your personal data. In this privacy statement you can read which personal data we process, for what purposes, who can view your data, to whom we pass on your data and how you can influence this yourself. Your interest is our priority!

What is personal data?

Personal data is all data that can be traced back to a natural person and that is you. The moment your personal data is shared with us by yourself or by a third party or comes into our possession in another way, we process it. The meaning of the term processing is broad and includes, among other things: collecting, storing, consulting, deleting, using and providing data to third parties.

To whom does this Privacy Statement apply?

This Privacy Statement applies to the processing of personal data of our clients, potential clients and other persons who visit our website or have contact with us.

Which personal data do we process?

Axius processes personal data to provide you with the best possible service.

Specifically, we process your personal data for the following purposes:

Legal services

We only process that data that is necessary for the preparation, execution and completion of the relevant assignment (including invoicing).

Compliance with legal obligations and (professional) rules

We process personal data to comply with legal obligations and regulations and professional rules applicable to lawyers, such as identification, control data, administrative requirements or retention periods.

Contact

If you contact us, we will process the personal data that you provide to us during that contact.

Relationship management and marketing communication

In order to maintain and expand our client and relationship circle, we may send you relevant information (such as newsletters), publications and invitations (such as for events). In case of an event, we will use your personal data to send you a confirmation of participation, to keep you informed of the progress of the event and to register your participation.

Satisfaction Surveys

We think it is important to know what you think of our services. That is why we can invite you to complete a customer satisfaction survey after completing an assignment. We can also send you an invitation after a visit to one of our events to assess the event in question.

Website

When using our website, we obtain certain information from you. That can be personal data. We only store and use the personal data that you provide directly, in the context of the service you have requested, or of which it is clear that they are provided to us for processing.

For example, you can fill in a contact form via our website to ask a question or post a comment. In order to be able to answer you, we ask you to fill in your name and e-mail address in this contact form. If you would like us to contact you by telephone, please also enter your telephone number.

You can also subscribe to our newsletter via our website. In order to be able to send the newsletter to you, we naturally ask you to enter your e-mail address.

In order to monitor and improve the use and content of our website, we collect and analyze surfing behavior on our website.

Application

In order to contact and maintain contact with you in the context of the application procedure and to assess whether you are suitable for the position for which you are applying, we process your personal data that you provide to us via e-mail or (telephone) conversations. We keep this data for up to four weeks after the application procedure has ended. If we want to contact you again in the future for a vacancy, we will ask you for permission to store your data for longer. Then we will keep your data for a maximum of one year after the application procedure has ended.

Student internship

You can sign up for a student internship at our office. In order to assess whether you are suitable for this internship, we process your personal data that you provide to us. We keep this data for up to four weeks after a rejection or after the end of the internship. If we want to keep your data longer, we will ask for your permission. Then we will keep your data for a maximum of one year after the rejection or after the internship.

For what purpose and on what basis do we process your personal data?

Axius may only process your personal data if there is a legal basis for doing so. The legal bases that we use for the processing of personal data are the following:

Performance of the agreement

We process your personal data in the context of the execution of the assignment you have given us and therefore for the execution of a (service) agreement concluded between you and us. It may be necessary for the execution of the agreement to also process sensitive and/or special personal data, in that case we ask you for permission to process your personal data. If you do not give this permission, we will unfortunately not be able to carry out our work because we are not allowed to process the personal data that is relevant to your file.

You have the right to revoke the consent you have given for the processing of (sensitive and/or special) personal data at any time. Axius may then no longer process your personal data. If you withdraw the permission you have given at any time, we can no longer perform work for you from that moment on and we will be forced to terminate the current agreement with immediate effect.

Compliance with legal obligations and (professional) rules

Axius also processes your personal data in order to comply with legal obligations and (professional) rules applicable to the legal profession. On the basis of legislation and regulations, we are obliged to identify our clients, check data and there are administrative requirements and retention periods.

Newsletter

We also use your e-mail address to occasionally send you a newsletter containing information, publications and/or invitations that are relevant to you. If you have commissioned us to provide legal services, there is an "existing customer relationship" and we are entitled to send you the newsletter on the sixth legal basis, being our legitimate interest. If you do not wish to receive the newsletter (anymore), you can unsubscribe at the bottom of each newsletter.

If you have not commissioned us to provide legal services, but you have registered for the newsletter via our website, we will process your e-mail address with the aim of sending the newsletter to you.

Contact Form

As already noted, we offer the possibility via our website to ask a question or place a comment via a contact form. You will be asked to fill in various personal details. By entering your personal data, you consent to the processing of your personal data for the following purposes:

- name: to be able to personalize our answer to you;
- e-mail address: to be able to send you a reply;
- telephone number: to be able to contact you by telephone if you wish.

How do we obtain personal data?

We often receive your personal data from you, for example when you give us an assignment for legal services, when you visit our office or our website, fill in a form on our website, apply for a job with us, give us your business card or from information we receive during (telephone) conversations and e-mail contact with you.

In addition, we can also obtain your personal data in other ways, for example from a counterparty or from third parties in the context of a case that we handle, via (public) registers (such as the Trade Register of the Chamber of Commerce) or from public

sources and websites.

Finally, we also obtain personal data from people who work for organizations from whom we purchase products and/or services. If you, as an organization or company, pass on personal data of your employees to us in this regard, you are obliged under the applicable legislation to inform your employees about this. In that case, you can give this privacy statement to your employees. They know exactly how we handle their personal data.

Who do we share your personal data with?

We may need to share your personal data with third parties. We will only share your personal data with third parties if this is necessary for the agreed services and with due observance of the aforementioned purposes. When sharing your personal data, you can think of carrying out an expert investigation, having a summons or judgment served by a bailiff, providing your personal data to the court in connection with legal proceedings, corresponding with the other party or engaging a third party on behalf of and on behalf of Axius, such as our ICT supplier.

A processing agreement is concluded with the third party that processes your personal data on behalf of and on behalf of Axius to ensure the same level of security and confidentiality of your data. Axius remains responsible for these processing operations.

We may also be required to provide personal data on the basis of law or regulation, on the basis of a decision of a competent court, or in the event of fraud or abuse. If that is the case, Axius will cooperate.

We will not pass on your data to a company or branch in a country outside the European Union, unless a model agreement has been concluded for this or if you have signed a statement in which you consent to the transfer.

How do we handle your personal data and how is it secured?

Careful, secure and confidential. This is how we handle your personal data. Axius processes all personal data made available to it or collected by it with the greatest possible care.

Axius also attaches great importance to the security and protection of your personal data and takes appropriate technical and organizational measures, taking into account the state of the technology, to guarantee a level of security appropriate to the risk and thus prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification of your personal data.

The personal data provided to us or that we otherwise obtain will be treated confidentially at all times. Every employee of Axius is therefore obliged to observe secrecy. This also applies to third parties hired or otherwise appointed by Axius to perform work. Persons charged with performing technical work on our systems are also bound to secrecy. In short, anyone who has insight into your data is charged with a duty of confidentiality.

If you have any questions about the security of your personal data or if you suspect misuse, please contact us at info@axiusadvocaten.nl.

Supervision of the processing of personal data

The rules on protecting your personal data are laid down in the GDPR and the General Data Protection Regulation Implementation Act. The Dutch Data Protection Authority (AP) ensures that this law is complied with.

If you are of the opinion that the provisions of this Privacy Statement are not or insufficiently complied with by us, you have the right to submit a complaint to the Dutch Data Protection Authority. This can be done via the link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

Reporting incidents

If it unexpectedly turns out that something has gone wrong with the protection of your personal data, or we suspect that this is the case, we will report this to the AP. If the breach of your personal data may adversely affect you, we will let you know as soon as possible.

How long do we keep your data?

Axius does not store your data for longer than is necessary for the purposes for which your data is processed and then is permitted by law. How long certain data is kept by us depends on the nature of the data and the purposes for which it is processed.

In principle, we keep your file and the personal data contained therein for seven years after the file has been closed. In the case of a legitimate interest, we reserve the right to keep your file and the personal data contained therein for a period of twenty years, i.e. the maximum limitation period after closing your file.

Administration

We keep our administration, including the invoices and other documents on which the personal data of the parties are stated, for a period of seven years after the end of the financial year in order to be able to comply with the fiscal retention obligation.

Newsletter and contact form

If you have only registered for the newsletter via our website or have asked a question via the contact form (which contact did not lead to a (service) assignment), your data will be stored for a period of one year after unsubscribing from the newsletter or saved after settlement of the question you have asked.

Visit to our website

What are cookies?

We use the cookies below on our website. A cookie is a simple small file that is sent along with pages from the Axius website and is stored by your browser on the hard drive of your computer, tablet or smartphone.

Functional cookies

Functional cookies are cookies that are necessary for the website to function better, making the website more user-friendly for the visitor.

Analytical cookies

Analytical cookies are cookies that ensure that an anonymous cookie is generated every time you visit a website. These cookies know whether you have visited the website

before or not. Only on the first visit, a cookie is created, on subsequent visits the existing cookie is used. These cookies are only used to keep track of visitor statistics and to gain insight into the surfing and visiting behavior of visitors to our website. The information collected using analytical cookies is anonymized. No personal data is therefore stored, which means that we are allowed to place these cookies without permission.

We use Google Analytics. To guarantee your anonymity, we have done the following:

- we have concluded a processing agreement with Google Inc. This agreement is offered as part of their Analytics service;
- we have masked the last octet of your IP address;
- we have turned off data sharing within the Analytics service.

The information generated by the cookie about your use of the website (including your anonymized IP address) will be transferred to and stored by Google on servers in the United States. Google uses this information to keep track of how you use the website, to compile reports on website activity for website operators and to provide other services related to website activity and internet usage.

Google may provide this information to third parties if Google is legally obliged to do so, or insofar as these third parties process the information on behalf of Google. Google will not combine your IP address with other data held by Google.

Social Media Cookies

On our website you will find buttons and/or links with which you can share our messages on social media channels. These buttons work via pieces of code that come from the social media platforms themselves. Cookies are placed via this code. We have no influence on this and are not responsible for this processing of your personal data. The social media platforms indicate in their privacy statement what they do with your data via those cookies.

Set click behavior

If you do not want us to use your click behavior to collect general visitor data, you can set your internet browser so that it no longer stores cookies. In addition, you can also delete all information that has previously been stored via the settings of your browser. For an explanation, see: <https://veilinginternetten.nl/themes/zaken/cookies-wat-zijn-het-en-wat-doe-ik-ermee/>

What are your rights?

When we process your personal data, you have certain rights according to the applicable regulations. Your rights will be explained below.

1. We will notify you if we process your personal data

For the processing of your data, Axius provides you with information regarding our identity, the purposes for which and the ways in which we process your data, the rules that apply to it, about the rights you have and how you can influence them through this Privacy Statement.

This provision of information may be omitted if you are already aware of the processing of your data or if communication to you is impossible or costs us a disproportionate effort.

2. Access to your data

Are you a client of Axius and would you like to see which of your personal data is known to us? Then you can make use of your 'Right of access'. We request that you specifically indicate which (categories of) personal data you would like to receive.

3. Right to rectification and completion

You have the right to rectify or supplement data if your data is incorrect or incomplete. You also have the right to rectify the data if the data is not relevant for the purpose for which we process it, or if your data has been processed by us in violation of a legal regulation.

We will inform the third party(s) who have received your data from us of any rectification, unless this is impossible or requires a disproportionate effort from us.

4. Right to erasure

You also have the right to have certain data removed. For example, when your data is no longer necessary for the purposes for which we received it, you object to the processing or when your data has been unlawfully processed by us. However, we cannot always delete all requested data, because we are (may) be obliged to keep certain data about you.

5. Right to restriction of processing

You also have the right to restrict the processing of your data. The right to restriction means that we may not (temporarily) process or change your personal data. This is the case if you dispute the correctness of the data, if you believe that the personal data is no longer necessary for the purposes or if you believe that the processing of your personal data by Axius is unlawful.

6. Right to object

You can object to the processing of your personal data by us if your personal data are used for purposes other than those necessary for the execution of an agreement or necessary for compliance with a legal obligation. For example, if you do not want us to use your personal data to make you personal offers.

7. Right to data portability

If you have provided us with your personal data yourself, you have the right to data portability in certain cases. This means that we will provide you with your data in a structured, common and machine-readable manner, if you request us to do so.

How can you exercise your rights?

If you wish to exercise your rights, you can contact us at any time via the e-mail address info@axiusadvocaten.nl or by sending a letter to our address, stating your name, address and telephone number. We will respond to your request within one month.

We ask you to identify yourself, based on a valid ID. In this way we can check whether we are providing the personal data to the correct person.

Excessive requests regarding the provision of information may be rejected by us. Excessive requests occur when, for example, you approach us more than average and necessary with information requests.



advocaten & mediators

About this Privacy Statement

Axius may amend this Privacy Statement. The most recent version can always be found at www.axiusadvocaten.nl.

Do you have questions or comments about our Privacy Statement? Please feel free to contact us:

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