Rijppaert & Peeters Advocaten

PRIVACY STATEMENT

The private limited company under Dutch law Rijppaert & Peeters Advocaten B.V., based in Oosterhout (NB), hereinafter: "Rijppaert & Peeters", attaches importance to the protection of personal data.

This privacy statement defines how Rijppaert & Peeters handles information about an identified or identifiable natural person, as referred to in the General Data Protection Regulation (GDPR).

Who?
This privacy statement applies to the natural persons whose personal data Rijppaert & Peeters processes in the following categories:

1. (potential) clients;
2. visitors to the Rijppaert & Peeters office buildings;
3. visitors to the Rijppaert & Peeters website;
4. job applicants;
5. all other persons who contact Rijppaert & Peeters or from whom Rijppaert & Peeters processes personal data, with the exception of its shareholders, employees and student interns.

How?
Rijppaert & Peeters processes personal data (subject to data minimisation) that:

1. a data subject has provided in person (during a discussion or meeting), by telephone, or digitally (via e-mail or web forms on the office website), such as contact details and -depending on the nature of the occasion or matter- other personal data;
2. provided by a professional liability or legal expenses insurer, professional or trade association, for the purpose of handling a case;
3. were generated during a data subject's visit to the Rijppaert & Peeters website or while reading digital newsletters, such as the IP address, surfing behaviour on the website (such as data about the first visit, previous visit and current visit, the pages viewed and the way in which the website is navigated), whether the data subject opens a newsletter or commercial e-mail and which parts of it the data subject clicks on;
4. Rijppaert & Peeters has derived from other sources, including business social media platforms such as LinkedIn, Facebook, Instagram and public business websites, the Commercial Register of the Chamber of Commerce, the Land Registry Office, such as completed and required contact details and other personal data.

The Rijppaert & Peeters website may contain hyperlinks to websites of other parties. If these hyperlinks are used, personal data will be processed by those parties and this will no longer be the responsibility of Rijppaert & Peeters.

For what purpose?
Rijppaert & Peeters processes personal data for the following purposes:

1. execution of an engagement letter for the provision of legal services and the invoicing for work performed;
2. complying with a statutory obligation, including the Money Laundering and Terrorist Financing (Prevention) Act (*Wet ter voorkoming van witwassen en financieren van terrorisme* (Wwft));
3. obtaining legal aid;
4. improving the office website;
5. keeping user statistics. User statistics of the office website provide information about the number of visitors, length of visit, which parts of the website are viewed and click behaviour. These are generic reports that cannot be traced back to individual visitors;
6. monitoring access to the office and protecting confidential data.

On what basis?
Rijppaert & Peeters processes personal data on the basis of the following (legal) grounds:

1. consent of the data subject, which may be withdrawn at any time, without prejudice to the lawfulness of the processing based on the consent before the withdrawal;
2. execution of or with a view to concluding an engagement letter for the provision of legal services, including invoicing to third parties (Legal Aid Board, insurance company, etc.);
3. a statutory obligation, such as under the Wwft and the Legal Aid Act (*Wet op de rechtsbijstand*) that require lawyers to obtain and record certain information;
4. a legitimate interest, such as using contact details to invite you to a meeting (such as a workshop or seminar) or to send you the office newsletter.

Third parties
Rijppaert & Peeters may engage service providers (processors) to process personal data, who will process personal data exclusively as instructed by Rijppaert & Peeters. For example, Rijppaert & Peeters uses an IT company that manages and secures the office IT environment.

Rijppaert & Peeters also shares personal data with third parties if this is necessary to handle a case or to comply with a statutory obligation.

The handling of a case may require the sharing of personal data in the context of legal proceedings (such as with a judicial authority, the opposing party's lawyer, bailiff or firm of loss adjusters), the conclusion of an agreement (such as with (the lawyer of) the other contracting parties), the invoicing for services (such as to the Legal Aid Board or an insurer) or as a result of a court decision (such as with a bailiff). Compliance with a statutory obligation could include reporting an unusual transaction to the Finance Intelligence Unit Netherlands (FIU-Netherlands) or the Dutch Authority for the Financial Markets (*Autoriteit Financiële Markten* (AFM)).

Use of Artificial Intelligence (AI)
Rijppaert & Peeters uses applications based on artificial intelligence (AI) for certain internal activities within a secure and restricted business environment. Personal data are processed solely for the purposes for which they were provided and are not used to train public AI models. In doing so, Rijppaert & Peeters complies with applicable privacy legislation, the professional duty of confidentiality applicable to lawyers, and appropriate technical and organisational security measures.

Outside Europe
Rijppaert & Peeters does not transfer personal data to countries outside the European Economic Area (EEA) without necessity. Where appropriate, Rijppaert & Peeters will ensure that the data are only provided if the European Commission has indicated that the country in question offers an adequate level of protection or if there are adequate safeguards within the meaning of the General Data Protection Regulation (GDPR).

Archiving
Rijppaert & Peeters does not store personal data longer than necessary. The following (statutory) retention periods are observed:

1. paper work file: 5 years after case completion;
2. digital case file: 20 years after case completion;
3. (financial) administrative data: 7 years after recording the data;
4. job applicant data: 3 months after completion of the selection procedure;

Modifications
Rijppaert & Peeters may unilaterally modify this Privacy Statement at any time.

Miscellaneous
A data subject has the right to ask Rijppaert & Peeters to inspect, rectify, delete, transfer, restrict processing and object to processing of the personal data in question. A data subject may contact Rijppaert & Peeters in this regard.

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