

Privacy statement

LWYRS Advocaten Arbeidsrecht (hereinafter 'LWYRS') respects your personal data and ensures that your personal information is processed confidentially and carefully. This statement explains how LWYRS implements the rules and obligations set out in the General Data Protection Regulation ("AVG").

Why does LWYRS process personal data?

LWYRS processes personal data in order to be able to offer services and to communicate with you as a data subject in person. You can also register to receive a newsletter or other communications from LWYRS.

For what purpose does LWYRS process personal data?

LWYRS processes the personal data listed below for the purposes set out below:

- Providing legal services, including the execution of an agreement and conducting (legal) proceedings;
- Collecting invoices;
- Advice, mediation and referral;
- Comply with legal and regulatory obligations;
- Marketing and communication activities.

Which personal data are processed by LWYRS?

LWYRS processes the following (types or categories of) personal data in order to be able to provide its services. In most cases, this concerns personal data provided by the data subject on his or her own initiative:

(Name, first name, address, place of residence, date of birth, telephone number, social security number, bank account number, CV, diplomas, salary slips, assessments and other documents from the personnel file, copy of ID card, marital status, e-mail address, nationality, information on education.

LWYRS processes these personal data because they have been provided by you as a data subject on your own initiative, they have been obtained within the framework of the provision of services, they have been made known to us by third parties, including counterparties, or they have become known through public sources.

What is the basis for processing these data?

LWYRS relies on the following bases for processing personal data:

1. data processing is necessary for the performance of a contract;
2. data processing is necessary for compliance with a legal obligation;
3. the data processing is necessary for the purposes of safeguarding the legitimate interests of LWYRS; and/or
4. the data processing is authorised by the data subject(s)

To whom are the personal data provided?

LWYRS will only share your personal data with third parties in so far as necessary for the provision of services and with due observance of the aforementioned purposes. Examples of such purposes are the observation of the practice by another lawyer, the performance of an expert examination or the engagement of another third party on behalf of and by order of LWYRS, such as an IT supplier, but also the provision of your personal data in connection with (legal) proceedings or correspondence with the opposing party.

In addition, LWYRS can provide personal data to a third party, such as a regulatory body or another body with public authority, insofar as there is a legal obligation to do so.

A Processing Agreement will be concluded with the third party that processes your Personal Data on behalf of and by order of LWYRS, as a result of which that third party is also obliged to comply with the AVG. Third parties that are engaged by LWYRS and that offer services as a data controller are responsible for the (further) processing of your personal data themselves in order to comply with the AVG. An example of this is an accountant, notary public, or other third party engaged for the purpose of a second opinion or expert report.

Right to inspection and copy of file

You can send a request for inspection, correction, restriction, opposition, transferability of data, deletion of your personal data or withdrawal of previously granted permission via the contact details below. You will be informed within four weeks after receipt of your request.

Circumstances may arise under which LWYRS may not be able to comply with your request as a data subject, or comply fully with it. Examples of this are the duty of confidentiality owed by lawyers and legal retention periods.

Please direct your requests as referred to above to:

LWYRS Advocaten Arbeidsrecht, email address: willems@lwyr.nl (tel. +31 (0)6 1832 4878).

Security

LWYRS attaches great importance to the security and protection of your personal data and, taking into account the state of the art, takes appropriate technical and organisational measures to ensure a risk adjusted security level. In order to protect your personal data against unauthorized or unlawful processing and against loss, destruction, damage, modification or disclosure. In case LWYRS makes use of services of third parties, such as an IT-supplier, LWYRS will lay down agreements about adequate security measures in a processor's agreement in order to protect personal data.

Storage period

LWYRS will not retain personal data that are being processed for longer than is necessary for the aforementioned purposes of data processing or as required by law or regulations

Use of Social Media.

Buttons (also called buttons) and/or links are included on the LWYRS website to promote or share web pages on social (media) networks or websites of third parties, such as LinkedIn. LWYRS does not monitor and is not responsible for the processing of your personal data by and through such third parties. The use of such media is therefore at your own risk. Before using the services of third parties, it is advisable to read the privacy statement of those third parties.

Statistics and cookies

LWYRS collects user data of its website for statistical purposes. The personal data collected in this way are in principle anonymous and are not sold by LWYRS to third parties.

In order to increase the ease of use of the LWYRS website, use is made of so-called "cookies". A cookie is a small text file that is placed on, for example, your computer, tablet or smartphone during your visit to the LWYRS website. You can refuse the use of these cookies at any time, although this may limit the functionality and ease of use of the website.

The LWYRS website uses cookies from Google Analytics to track, in broad terms, user behaviour and general trends, and to provide reports. This helps to improve the functioning of the website. Google may provide this information to third parties if Google is legally obliged to do so or insofar as third parties process the information on Google's behalf. By using the LWYRS website, you consent to the processing of the information by Google in the manner and for the purposes as described above. Cookies are also placed by the use of buttons and/or links, as described above under 'Use of social media'. LWYRS has no influence on the placement and use of cookies by those third parties.

On the website of the Authority Consumer and Market (<https://www.consuwijzer.nl/telecom-post/internet/privacy/explaining-cookies>) you can read more about cookies and how to block or delete them.

Entry into force and amendments

This privacy statement is effective as of 1 March 2022. LWYRS is entitled to change the content of this privacy statement at any time without prior notice. Adjustments to the privacy statement are published on the LWYRS website. Therefore, please consult the website regularly.

Questions and contact

If you object to the processing of certain personal data or have any questions about it, please let us know. You can contact: willems@lwyr.nl (tel. +31 (0)6 1832 4878).

For more information about the processing of personal data, you can also contact the Autoriteit Persoonsgegevens: www.autoriteitpersoonsgegevens.nl