

PRIVACY STATEMENT

1. Introduction

This privacy statement of Westhoff Van Namen B.V. (hereinafter: Westhoff Van Namen) describes how personal data in general and personal data are handled. The controller is Westhoff Van Namen, located at the address Almystraat 12 (5061 PA) in Oisterwijk. With any questions you can reach us at info@westhoffvannamen.nl.

2. Processing

Westhoff van Namen processes personal data of the following types of individuals:

- I. Clients and/or natural persons employed by clients;
- II. Third parties, opposing parties or other attorneys;
- III. Visitors of the office;
- IV. Visitors of the website.

In the appendix, you can find for each category, what purposes, what basis and exactly what personal data are processed (**appendix**).

3. How long do we keep personal data?

Personal data is kept no longer than necessary and only for the purposes for which it was collected. Under laws and regulations, many personal data necessary for accounting purposes are for seven years. Law firms must keep records for 20 years for archival purposes. Thus, if personal data has been archived, it is kept for 20 years.

4. Who receives the personal data?

The following to whom what category of personal data is shared and with whom.

- I) Personal data of clients, counterparties and third parties may be shared with:
 - Case handlers and individuals employed by Westhoff Van Namen;
 - Suppliers (e.g., bailiffs or externally needed consultants);
 - Counterparties, other lawyers, insurance companies, expters, courts, governing bodies, government agencies and similar parties.
- II) Visitors Office:
 - Employees of Westhoff Van Namen or persons involved in the visit as necessary (doorman or receptionist).
- III) Website and Social Media
 - IT Services providers.

Should the sharing of personal data be necessary in another case, your consent will first be sought or if Westhoff van Namen is required to do so by law or as a result of legal proceedings.

5. Legal grounds

De legal grounds for processing vary by category of personal data and parties as shown above.

- I) The legal grounds for processing personal data of clients, counterparties and third parties are:
 - a. The execution of the agreement, filing purposes and acting in court.
 - b. Legitimate interest of us or our clients for processing the personal data due to handling the file or conducting litigation
 - c. Comply with legal obligations. Think of the AML obligations or rules and proceedings of attorneys at law by the Bar Association.
 - d. The legitimate interest of maintaining the business relationship and sending commercial messages;
 - e. Consent.
- II) The legal grounds for processing visitors' personal data are:
 - a. The execution of the agreement with the visitor/execution of the appointment;
 - b. Receiving guests;
 - c. Consent.
- III) The legal grounds for processing personal data from website visitors or social media channels are:
 - a. Execution of the agreement;
 - b. Justified interest in improving the website;
 - c. Legitimate interest in maintain the business relationships and communication via social media.

6. Security

Westhoff Van Namen is aware of the security of personal data and the protection necessary. Taking into account the state of the art, for appropriate technical and organizational measures to ensure an adequate level of security. Only authorized employees have access to necessary personal data for the performance of their work and as included in this privacy statement.

7. Rights Stakeholder

Under the law, the interested party has the following rights:

- Request to see if personal data are being processed;
- Rectification if personal data is inaccurate, incomplete;
- Right to have personal data erased.
- Object to process or restriction of processing personal data;
- The right to withdraw your granted consent;
- The right to have your data processed in an easily reusable form.
- The right to file a complaint with the Personal Data Authority using the [complaint form](#).

To exercise the rights above, please submit a request at info@westhoffvannamen.nl.

8. Change

This privacy statement was prepared on February 24, 2024 to the then current laws and regulations. This statement is subject to change. Should material changes occur, this will be clearly communicated on the website or you will be contacted directly by Westhoff Van Namen.

APPENDIX

Category	Data	Purpose
Clients Counterparties Third Party	<ul style="list-style-type: none"> ▫ Name, Address / Contact information ▫ Chamber of Commerce extracts and registry ▫ File information ▫ Copy of ID ▫ Payment Details ▫ Other data 	<ul style="list-style-type: none"> ▫ Execution of the agreement, performing litigation acts, consulting. ▫ Meeting legal obligations (identity verification or AML obligations) ▫ Accounting / Billing ▫ Payment Processing ▫ Send newsletters or other invitations
Visitors	<ul style="list-style-type: none"> ▫ First and Last name ▫ Contact details ▫ Date of visit ▫ Organization 	<ul style="list-style-type: none"> ▫ Scheduling appointments ▫ Receiving guests
Website Social Media	<ul style="list-style-type: none"> ▫ Device ▫ IP-address and location ▫ Visit details ▫ Contact information (newsletter or contactform) ▫ Social media data 	<ul style="list-style-type: none"> ▫ Website functionality and display of the website ▫ Tracking statistical data ▫ Improve website functionality ▫ Handling requests or e-mails received ▫ Maintain contact through social media, including posting and reading messages.