

## **PRIVACY STATEMENT VOÛTE ARBEIDSRECHT**

### General

Voûte arbeidsrechts respects your personal data and ensures that the personal information provided to us or otherwise obtained is treated confidentially. Personal data refers to all information about a person. Data that indirectly say something about someone are also personal data. The following is intended to implement the obligation to provide information laid down in the General Data Protection Regulation (GDPR/AVG) to the data subject(s) whose personal data Voûte arbeidsrecht processes.

### Person responsible for processing and communication

Voûte arbeidsrecht processes personal data in order to be able to offer services, to improve services and to be able to communicate personally with you as data subject(s). Voûte arbeidsrecht may engage a third party for the evaluation of its services. You, as the data subject, make the choice to participate in this and to leave personal data behind for this purpose.

### Purpose of processing personal data

Voûte arbeidsrecht processes the personal data mentioned below exclusively for the purposes mentioned below:

- the provision of legal services, including the execution of an agreement and the conduct of (legal) proceedings;
- the collection of expense claims;
- advice, mediation and referral;
- complying with our legal and statutory obligations.

### What personal data are processed?

Voûte arbeidsrecht processes the following (types or categories of) personal data for the purpose of the provision of services or which have been provided by the data subject(s) on their own initiative:

- Contact details, such as first and last name, address details, telephone number and e-mail address;
- Date of birth;
- Gender;
- Function (if relevant to the service);
- Copy ID;
- BSN number;
- Medical data;
- IP address;
- Internet browser or device type;
- Payment information and payment history;
- File name or number;
- Correspondence content.

If you request us to handle a case, your first and last name, address, telephone number and e-mail address must be provided by you in order to enter into and/or perform the

agreement. Depending on the nature of the case being handled, other personal data may also be required, which will be discussed with you.

The aforementioned personal data are processed by Voûte arbeidsrecht because they have been provided by you as a data subject on your own initiative, have been obtained in the context of the provision of services, have been made known to us by third parties, including counterparties, or have become known through public sources.

#### Basis for processing personal data

Voûte arbeidsrecht processes the personal data mentioned above exclusively on the basis of the following grounds as referred to in article 6 of the GDPR/AVG:

- legal obligation;
- execution of an agreement;
- consent obtained from the person(s) concerned;
- justified interest.

#### Sharing personal data with third parties

Voûte arbeidsrecht only shares your personal data with third parties to the extent necessary for the provision of services and in compliance with the aforementioned purposes. This includes, for example, the observation of the practice by another attorney at law, the performance of an expert examination or the engagement of another third party on behalf of and on the instructions of Voûte arbeidsrecht, such as an accountant or IT supplier, but also the provision of your personal data in connection with (legal) proceedings or correspondence with the other party.

In addition, Voûte arbeidsrecht may provide personal data to a third party, such as a supervisor or other authority vested with public authority, insofar as there is a legal obligation to do so.

A processing agreement will be concluded with the third party processing your personal data on behalf of and on the instructions of Voûte employment law, as a result of which that third party will also be obliged to comply with the GDPR/AVG. Third parties engaged by Voûte arbeidsrecht, who offer services as processing agent, are responsible for the (further) processing of your personal data themselves for compliance with the GDPR/AVG. This may include an accountant, civil-law notary, other third party engaged for a second opinion or expert report.

#### Personal data security

Voûte arbeidsrecht renders great importance to the security and protection of your personal data and, taking into account the state of the art, provides appropriate technical and organizational measures to ensure a level of security appropriate to the risk. In the event that Voûte arbeidsrecht makes use of the services of third parties, such as an IT supplier, Voûte Employment Law will lay down agreements on adequate security measures in the context of personal data protection in a processing agreement.

#### Retention period of personal data

Voûte arbeidsrecht does not retain personal data that are processed for longer than is necessary for the aforementioned purposes of the data processing or is required under laws and regulations.

#### Privacy rights of data subjects

A request for inspection, correction, limitation, objection, transferability of data, removal of your personal data or revocation of previously given consent can be sent via the contact details below. You will receive further notice from us within four weeks after receipt of your request.

There may be circumstances in which Voûte arbeidsrecht cannot, or cannot fully, execute your request as a data subject. Examples are the duty of confidentiality on the part of lawyers and statutory retention periods.

Your requests as referred to above can be addressed to J.W. Voûte-Zevenbergen (jacobijn.voute@voute-arbeidsrecht.nl). In order to make sure that we provide the relevant personal data to the correct person on the basis of your request, we ask you to submit (or make visible) a copy of a valid passport, driver's license or proof of identity with a shielded passport photo and BSN number for verification purposes. Voûte arbeidsrecht will only deal with requests that relate to your own personal data.

#### Use of social media

On Voûte arbeidsrecht's website, buttons and/or links can be included to promote or share web pages on social (media) networks or third party websites, such as Twitter, LinkedIn or Facebook. Voûte arbeidsrecht does not supervise 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 first read the privacy statement of those third parties.

#### Modification of privacy statement

Voûte arbeidsrecht has the right to change the content of this Privacy Statement at any time without prior notice. Modifications to this Privacy Statement will be published on the website of Voûte arbeidsrecht. You should therefore consult the website regularly.

#### Questions and contact

If you have any questions or comments about the processing of your personal data and this privacy statement, please contact J.W. Voûte-Zevenbergen (jacobijn.voute@voute-arbeidsrecht.nl).

Privacy statement Voûte arbeidsrecht dated 1 January 2020