

Privacy Statement BMDW Advocaten

Law firm BMDW Advocaten handles your personal data carefully and attaches great importance to the privacy of clients and users of its website. We, therefore, process personal data with the utmost care and comply with all requirements of the General Data Protection Regulation (GDPR). In this Privacy Statement, we inform you about the processing of personal data that takes place via the website www.bmdw.nl and about the processing of personal data within all other business processes.

Contact information

BMDW Advocaten is located at Kenaupark 16, 2011 MT in Haarlem and is registered under registration number 71198121 in the Commercial Register of the Chamber of Commerce. You can reach us by phone on weekdays from 09:00 to 18:00 on +31(0)23 369 02 30. You can also contact us by email via info@bmdw.nl.

Processing Personal Data

Purposes

BMDW Advocaten processes personal data of clients, counterparties, job applicants and website visitors for the following purposes:

1. For legal services and advising clients (including drafting contracts, conducting legal proceedings and advising);
2. To be able to communicate with clients and other stakeholders;
3. In a job application process;
4. To handle any complaints or feedback;
5. For making payments and collecting receivables;
6. To perform a client acceptance investigation;
7. To send service e-mails;
8. To send commercial communications such as online newsletters and invitations to our events;
9. For customer administration;
10. To comply with any legal obligations in relation to file-keeping and financial records.

Categories of personal data

BMDW Advocaten collects personal data that is either provided by the data subject on his or her initiative, provided by third parties, or personal data sourced from public sources. We collect and process the following personal data:

- Contact information of clients or their legal representatives, including their name, title, function, telephone and fax number, Chamber of Commerce registration number, website, e-mail address, (office) address, VAT number and other company and contact information;
- Identification details such as gender, date of birth, place of birth, identity document details such as identification number, photo, nationality, signature, place of issuance of the document and your height;

- Correspondence and other forms of communications, including court documents, letters, e-mail messages and phone notes;
- Financial information, including bank account number, VAT number and payment history;
- The curriculum vitae, a cover letter, grades, e-mail correspondence and any references of applicants;
- Technical details of the equipment used to visit the website (www.bmdw.nl), such as IP address, MAC address and software used and, depending on the settings for cookie preferences, surfing behavior on the website, including mouse and clicking behaviour and the duration and time of visits to our website; and
- Contact details of participants in events organised by BMDW Advocaten.

When we process personal data, we always do so carefully and in accordance with the law and our internal privacy policy.

Legal grounds

BMDW Advocaten only processes the abovementioned personal data on the following grounds (as referred to in Article 6 of the GDPR):

- Processing is necessary for the performance of a contract (purposes 1, 2, 3, 4, 5 and 6);
- The data subject has given consent for the processing of his/her personal data (purpose 8)
- Processing is necessary for compliance with a legal obligation to which BMDW Advocaten is subject (purposes 9 and 10); or
- Processing is necessary for the purpose of the legitimate interest pursued by BMDW Advocaten (purposes 3, 7 and 8)
 - o 3) The importance of selecting and hiring new employees.
 - o 7 and 8) The importance of informing existing clients about our services and events.

We use our clients' contact information to send service emails and send commercial information, such as newsletters and event invitations. You can always opt out of commercial information emails or set your preferences by using the unsubscribe option included in each message or by sending an email to info@bmdw.nl.

In addition, we use contact details of relationships other than our clients to send commercial information, such as newsletters and event invitations only if they have given prior consent. Consent can always be revoked by using the opt-out option contained in each message or by sending an email to info@bmdw.nl.

Processors and other third parties

BMDW Advocaten has made agreements with all parties to whom it provides your personal data to guarantee that there are sufficient safeguards for the careful processing of your personal data, in accordance with the law and internal privacy policy of BMDW Advocaten. Third parties are only given access to your data, if we are sure that the third party is using the data only in a way and for a purpose akin to the purpose for which we obtained the data, and only in accordance with this Privacy Statement. Furthermore, the legal confidentiality

obligations and security measures will prevent your personal data from being known to other parties.

In some cases, we must provide your personal data to third parties under a legal obligation, such as the justice department. We always respect your right to privacy as much as possible. If we want to transfer your data outside the European Economic Area, we will only do so under the conditions set by law.

BMDW Advocaten will under no circumstances provide your personal data to third parties for commercial purposes.

Security

BMDW Advocaten takes all reasonable and appropriate security measures to protect all data subjects from unauthorized access, modification, disclosure or loss of personal data. We comply with the security measures in force. Those who have access to your personal data on behalf of BMDW Advocaten have a duty of confidentiality.

If despite the security measures, there is a security incident that is likely to adversely affect your privacy, we will inform you of the incident as soon as possible. We will also inform you about the measures that are being taken to limit the consequences and prevent a recurrence in the future.

Retention periods

BMDW Advocaten does not store personal data for longer than necessary for the purposes for which they have been collected and processed or as is required under laws and regulations. The retention period of files (all relevant correspondence, agreements and procedural documents, not being shadow documents in criminal cases) is five years from the date of the final notice to the client or to become irrevocable from a judgment to which the proceedings were concerned. After the deadline, the files are destroyed. Certain categories of personal data are subject to a statutory administrative obligation of at least 7 years after the end of a fiscal year. Some personal data are kept longer in files if there is an (expected) dispute or legal procedure.

Cookies

BMDW Advocaten only uses technical, functional and analytical cookies that do not invade your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone during the first visit to this website.

The cookies we use are necessary for the technical operation of the website and your ease of use. You can refuse to use cookies by changing the corresponding settings in your browser. In addition, you can also delete any information previously stored through your browser's settings.

However, we would like to point out that in this case you may not be able to use all the possibilities of this website. By using this website, you give permission for the processing of the information by BMDW Advocaten.

Social Media

BMDW Advocaten uses buttons and/or links to promote or share web pages on social (media) networks or third-party websites. BMDW Advocaten does not supervise and is not responsible for the processing of your personal data by and through such third parties. Before using these third-party services, we advise you to read the privacy statements of those third parties.

Your rights

Each data subject may exercise certain rights with regard to his or her personal data. This gives you the right to access, rectify and delete personal data. You may also object to the use of your data or ask for this use to be restricted. In some cases, you can request your data and transfer it to another party (data portability). Your requests to exercise these rights by sending an email to info@bmdw.nl.

You also have the right not to be subjected to automated decision-making. This does not occur at BMDW Advocaten.

Apart from the abovementioned rights, you always have the right to file a complaint with the Dutch Data Protection Authority (“Autoriteit Persoonsgegevens”).

Circumstances may arise where BMDW Advocaten cannot or cannot fully implement your request as a data subject because of the obligation of confidentiality of lawyers and statutory retention periods.

Changes to this Privacy Statement

This privacy policy may be changed. It is therefore advisable to consult this privacy statement regularly. The current version of the privacy policy was last amended on July 27, 2020.