

## PRIVACY STATEMENT ENVIR ADVOCATEN B.V.

This privacy statement addresses:

1. Our contact details
2. On which basis and for what purposes ENVIR processes which personal data
3. The third parties with whom we share your personal data
4. What your rights are
5. What ENVIR does to ensure that your personal data is processed securely
6. How long your personal data will be stored

This privacy statement applies to the processing of personal data by ENVIR Advocaten B.V. ("ENVIR" or "we"). ENVIR will process your personal data in accordance with this privacy statement and the General Data Protection Regulation (2016/679/EU).

### 1. Our contact details

Head office	Leeuwarden office
ENVIR Advocaten B.V.	ENVIR Advocaten B.V.
Jan van Goyenkade 10 III	Romkeslaan 59
1075 HP Amsterdam	8933 AR Leeuwarden
T +31 20 737 20 66	T +31 20 236 10 24
Chamber of Commerce: 60582146	Chamber of Commerce: 60582146
<a href="http://www.envir-advocaten.com">www.envir-advocaten.com</a>	<a href="http://www.envir-advocaten.com">www.envir-advocaten.com</a>
<a href="mailto:info@envir-advocaten.com">info@envir-advocaten.com</a>	<a href="mailto:info@envir-advocaten.com">info@envir-advocaten.com</a>

### 2. On which basis and for what purposes does ENVIR process which personal data?

ENVIR processes personal data pursuant to one of the lawful bases: execution of agreements, legitimate interests, compliance with a legal obligation, or consent. This paragraph describes the types of personal data may be processed by ENVIR and for what purposes.

In relation to providing our legal services we may collect and process (amongst others) the following personal data:

- First and last name
- Gender
- Address details
- Phone number
- Email address
- Bank account number

If required by law, identity details:

- Copy passport or passport data

When you have signed up for receiving our newsletter, or when we provide or have provided legal services to you, we may incidentally approach you with information about our services, legal updates, publications, events or other notifications regarding our firm. You are able to sign out from these newsletters at any time via an opt-out link.

If you apply for a job with us, we will process certain personal data of you, such as education and career details or any other personal information that we receive from or about you.

### 3. Provision of personal data to third parties

ENVIR will never sell your personal data to third parties. ENVIR does not create profiles or make decisions based on the automated processing of personal data or based on profiles.

ENVIR only shares personal data with third parties to the extent necessary for the provision of its services, or if ENVIR is legally obliged to do so. Such third parties may include counterparties, IT-providers, government authorities or judicial authorities.

Your personal data will generally not be transferred to third parties or countries outside the European Economic Area (EEA). In the event the transfer of personal data to third parties or countries outside the EEA is necessary in order to perform our services, ENVIR shall ensure that such transfer takes place in accordance with applicable laws and regulations.

Third parties with whom ENVIR shares personal data are independently responsible for processing such personal data. ENVIR is not responsible or liable for the processing of your personal data by these third parties. To the extent third party service providers process your personal data on behalf of ENVIR (e.g. the IT-provider), these service providers will qualify as 'processor' with whom ENVIR will conclude a data processing agreement.

#### **4. Your rights**

Would you like to know which personal data ENVIR has processed about you? Please send an e-mail to [info@envir-advocaten.com](mailto:info@envir-advocaten.com) requesting access to your personal data. You will receive a response to the request within four weeks at the latest.

Is your personal data incorrect, incomplete, irrelevant for the purposes for which they were collected or in any other way contrary to the General Data Protection Regulation or other legislation? In that case, you are entitled to have your personal data corrected. Correction means the improvement, addition, deletion or blocking of your personal data. In addition, you have the right to object to the processing of your personal data, the right to have less data processed, the right to withdraw the provided consent and the right to data portability. You can send your request or complaint to [info@envir-advocaten.com](mailto:info@envir-advocaten.com). You will receive a response to the request within four weeks at the latest. You also have the possibility to lodge a complaint with the Dutch Data Protection Authority.

#### **5. Security**

Your privacy is important to ENVIR. That is why we apply appropriate technical and organisational measures to process your personal data securely. To secure your personal data, we use among other things security software such as a virus scanner and firewall, passwords for electronic systems, a secure internet connection and backups.

#### **6. Retention of personal data**

ENVIR will not retain your personal data for longer than is strictly necessary for the purposes for which the personal data is processed. If statutory regulations apply to the storage, the personal data will not be stored any longer than is legally prescribed.

If personal data has been provided to ENVIR in the context of a job application procedure and the applicant does not join ENVIR, ENVIR will delete these personal data ultimately one month after the completion of the job application procedure, unless the job applicant has consented to the longer retention which will then be ultimately twelve months.

#### **7. Amendment to the privacy statement**

We may change our privacy statement. We recommend that you check regularly whether our privacy statement has been amended.