

# PRIVACY STATEMENT ENVIR ADVOCATEN B.V.

May 2018

This privacy statement addresses:

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

This privacy statement applies to the processing of personal data by ENVIR. 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

ENVIR Advocaten B.V.  
Keizersgracht 451-1V  
1017 DK Amsterdam  
T +31 20 737 20 66  
Chamber of Commerce number: 60582146  
[www.envir-advocaten.com](http://www.envir-advocaten.com)  
[info@envir-advocaten.com](mailto:info@envir-advocaten.com)

## 2. Personal data and the processing thereof

Personal data is any information relating to an identified or identifiable natural person. Processing of personal data involves collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of personal data.

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

ENVIR processes personal data pursuant to the lawful bases of execution of agreements, legitimate interests, compliance with legal obligations and consent. ENVIR processes personal data for the following purposes:

- In order to be able to contact you
- For the preparation of quotations and agreements
- To execute agreements with our clients and suppliers
- To send our contacts occasional newsletters, updates on laws and regulations, other office announcements and invitations to our events
- For conducting job application procedures
- In order to comply with our legal obligations, including identification obligations

We only process personal data that is necessary for these purposes. In order to perform these purposes, we process the following personal data:

- First and last name
- Gender
- Address data
- Phone number
- E-mail address
- Bank account number

In the case of job application procedures:

- Personal data provided to ENVIR as part of the job application process

If required by law:

- Copy passport or passport data
- Date of birth

#### **4. Provision of personal data to third parties**

ENVIR will never sell your personal data to third parties. ENVIR does not create profiles or make automated decisions that could have a significant impact on you.

ENVIR shares personal data with third parties engaged by ENVIR as part of its services, such as other law firms and technical advisors. To the extent necessary for the provision of its services, ENVIR shares personal data with relevant third parties, such as counterparties, third parties, government authorities and judicial authorities. In order to perform our services, it may be necessary for ENVIR to send personal data to recipients in countries outside the European Economic Area. In such case, ENVIR shall ensure that such transfer takes place in accordance with applicable laws and regulations.

Third parties with whom ENVIR shares personal data are themselves responsible for processing such personal data. ENVIR is not responsible or liable for the processing of your personal data by third parties.

ENVIR also shares personal information with external service providers, such as an accountant. ENVIR does not share more personal data with such service providers than is necessary for the provision of the service. These external service providers process your personal data on behalf of ENVIR, which acts as the data controller. In order to take care of your personal data, ENVIR concludes processing agreements with these external service providers.

#### **5. 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 processed 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 consent you have given and the right to data portability. You can send your request 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.

#### **6. 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.

#### **7. 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 within one month after the completion of the job application procedure, unless otherwise agreed with the job applicant.

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

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