

Privacy statement HDK

General

HDK B.V. is a private company with limited liability (*besloten vennootschap*), having its statutory seat in Amsterdam and its office at De Lairessestraat 49 (1071 NT) (hereinafter: "HDK").

HDK respects your personal data and ensures that the personal information provided to us or otherwise obtained is treated confidentially. Personal data refers to any information about a person. This also includes data that indirectly reveals something about someone. The following is an implementation of the information obligation laid out in the General Data Protection Regulation ("GDPR") to the data subject(s) whose personal data HDK processes.

Data Controller and communication

HDK processes personal data in order to be able to render services, to improve their services and to be able to communicate with you in a personal manner.

Purpose of processing personal data:

HDK processes the below-mentioned personal data solely for the following purposes:

- Providing legal services, including the execution of agreements and conducting (judicial) proceedings;
- Collecting invoices;
- Advising, conflict resolution, and referring;
- Complying with our legal and statutory obligations;
- Marketing and communication activities;
- Recruitment and selection.

Which personal data are being processed?

HDK processes the following (sorts or categories of) personal data for the provision of services or that have been provided by the data subject on their own initiative:

- Contact details (Name, Address, and Postal code);
- Payment information;
- VAT number, Chamber of Commerce extract, and website;
- Phone number;
- Date of birth;
- Gender;
- Email address;
- Additional information that is necessary to provide our legal services, among which information regarding the content of the case.

Above-mentioned personal data are being processed by HDK because you as a data subject have provided these on your own initiative, because they were received as part of the provision of services, because we received them through third parties including opposite parties, or because they became known through public sources.

Legal basis for processing of personal data

HDK processes the personal data mentioned above exclusively based on the following ground as referred to in Article 6 of the GDPR:

- Legal obligation;
- Execution of a contract;
- Obtained consent from the data subject(s);
- Legitimate interest.

Sharing of personal data with third parties

HDK shares your personal data with third parties only to the extent necessary for the provision of services, while considering the purposes mentioned above. This may include scenarios such as another attorney temporarily taking over practice, conducting an expert investigation, or engaging another third party on behalf of and under the instruction of HDK, such as an IT supplier. This also encompasses the disclosure of your personal data in relation to (judicial) proceedings or correspondence with the opposing party.

Additionally, HDK may provide personal data to a third party, such as a regulatory authority or another public authority, to the extent required by legal obligation.

A data processing agreement is concluded with the third party processing your personal data on behalf of HDK, thereby obligating these third parties to comply with the GDPR. Third parties engaged by HDK, offering services as data controllers, are responsible for the (further) processing of your personal data in accordance with the GDPR. This may include an accountant, notary, or other third party engaged for a second opinion or expert report.

Security of personal data

HDK places great importance on the security and protection of your personal data and, taking into account the state of the art, implements appropriate technical and organizational measures to ensure a security level tailored to the risk. In the event that HDK uses services of third parties, such as an IT supplier, HDK will establish agreements for adequate security measures in a data processing agreement, as part of the protection of personal data.

Retention period personal data

HDK retains the personal data that were processed no longer than necessary for the purposes as mentioned above or no longer than allowed based on applicable laws and regulations.

Privacy rights of data subjects

A request for access, correction, restriction, objection, data portability, deletion of your personal data, or withdrawal of previously given consent can be sent to the contact information provided below. You will receive a response from us within four weeks of receiving your request.

There may be circumstances in which HDK cannot or cannot fully fulfill your request as a data subject. This includes situations related to the confidentiality obligations of attorneys and statutory retention periods.

You can address your requests as described above to:

HDK, info@hdkadvocaten.nl, De Lairesestraat 49, 1071 NT Amsterdam, 020 333 10 20.

In order to ensure that we provide the relevant personal data to the correct individual based on your request, we ask you to provide a copy for verification of a valid passport, driver's license, or identity document with a shielded photo and BSN (citizen service number). HDK will only process requests that pertain to your own personal data.

Use of social media

On the HDK website, buttons and/or links are included for the purpose of promoting or sharing web pages on social (media) networks or third-party websites such as Twitter, LinkedIn, or Facebook. HDK does not monitor or take responsibility for the processing of your personal data by and through such third parties. The use of these 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.

Statistics and cookies

HDK collects usage data from the website for statistical purposes. The personal data gathered in this manner is generally anonymous and is not sold to third parties by HDK.

HDK's website uses cookies from Google Analytics to, generally, track user behavior and general trends and obtain reports. This helps improve the operation of the website(s). Google may disclose this information to third parties if legally required or if third parties process the information on behalf of Google. By using HDK's website, you consent to the processing of information by Google as described above. Cookies are also placed through the use of buttons and/or links, as described in the 'Use of Social Media' section above. HDK has no control over the placement and use of cookies by those third parties.

You can learn more about cookies and how to block or delete them on the Authority for Consumers and Markets website (<https://www.consuwijzer.nl/telecom-post/internet/privacy/uitleg-cookies>).

Amendment of privacy statement

HDK reserves the right to modify the content of this privacy statement at any time without prior notice. Adjustments to the privacy statement will be published on the law firm's website. Therefore, please check our website regularly.

Questions and contact

If you have any questions or comments regarding the processing of your personal data and/or this privacy statement, you can contact HDK through info@hdkadvocaten.nl or 020 333 10 20.
