



PRIVACY STATEMENT

Eekhof Advocaatuur attaches great importance to the protection of privacy and personal data. This privacy statement explains what data is collected, why this data is collected and how the data is used.

Company data

Eekhof Advocaatuur
Rompertsebaan 68B
5231 GT 's-Hertogenbosch

Contact details

Telephone: +31 (0)6 2784 5314
Email: info@eekhofadvocaatuur.nl
Website: www.eekhofadvocaatuur.nl

Processing of personal data

Personal data is processed in accordance with the requirements of the General Data Protection Regulation (GDPR). The website www.eekhofadvocaatuur.nl and its operation make use of a number of services, which are explained below.

What personal data is collected

The personal data of customers, visitors to the website, users of the contact form on the website and persons who contact us in other ways (in writing) (hereinafter referred to as 'User' or 'Users' for convenience) are processed, including:

- First and last name;
- Address details;
- Email address;
- Telephone number;
- Customer number, quotation number and invoice number;
- (In the case of a sole proprietorship or general partnership:) trade name, Chamber of Commerce number, business address and postal address.

This personal data is obtained from the Users themselves or from public sources, such as the trade register of the Chamber of Commerce.

The purpose and basis for collecting personal data

Your personal data may be processed for the following purposes:

- If you have contacted us by telephone, email, via the contact form or via social media, Eekhof Advocaatuur will receive personal data from you. Your personal data will be stored in order to maintain contact with you and to respond to your message. The legal basis for collecting, storing and processing your personal data is then: legitimate interest.
- If you request a quote, your personal data will be processed in order to send you a tailored quote. The legal basis for collecting, storing and processing your personal data is also legitimate interest.
- If you agree to the quotation and an agreement is therefore concluded between you and Eekhof Advocaatuur, your personal data may be required in order to send a correct invoice to . The legal basis for collecting, storing and processing your personal data in this case is: legal obligation.



- If an agreement is concluded between you and Eekhof Advocaatuur, your personal data may also be used to provide information and to perform the agreement. In that case, the legal basis for collecting, storing and processing your personal data is: performance of the agreement.
- If you leave a comment, review or review on the website or on part of it (e.g. news items, videos or blogs), or on Eekhof Advocaatuur's social media, personal data will be processed. The legal basis for collecting, storing and processing your personal data is then: consent.
- Your name and email address may be processed in order to send you a newsletter, if you have registered for this and given your explicit consent. You can unsubscribe from the newsletter at any time. The legal basis for the collection, storage and processing of your personal data is also consent.

No more of your personal data will be collected, stored and/or processed than is necessary for the purposes and interests described above.

Withdrawal of consent

You have the right to withdraw your consent to the processing of your personal data. You can withdraw your consent by contacting us at info@eekhofadvocaatuur.nl. You can withdraw your consent to receive newsletters via the link at the bottom of the newsletters. Withdrawing your consent does not affect the lawfulness of the processing prior to the withdrawal.

Personal data of persons under the age of 16

Eekhof Advocaatuur does not intend to collect data about website visitors under the age of 16. Data obtained from persons under the age of 16 has always been obtained with the consent of their parents or guardian.

If you suspect that Eekhof Advocaatuur has obtained personal data from a minor without consent, please contact us immediately at info@eekhofadvocaatuur.nl. Any data obtained in error will then be deleted immediately.

Who receives this personal data

Your personal data will be shared internally or with third parties (including our processors), but only for the purpose of carrying out the assignment you have agreed with Eekhof Advocaatuur. These third parties include:

- The hosting provider of our website and our (e-mail) service provider;
- The suppliers of our file management system and our accounting system;
- Our bookkeeper/accountant
- Our mobile phone provider;
- Our payment service provider.

Your personal data will never be shared with third parties for marketing purposes. If this does happen, permission will be requested first. You can withdraw this permission at any time.

Abroad

Eekhof Advocaatuur operates primarily from the Netherlands and otherwise within the EU. However, your personal data may be processed outside the EU.

Cookies

The website www.eekhofadvocaatuur.nl uses cookies and other tracking technologies to collect information about the use of the website in order to ensure that it functions as well as possible. These include functional, analytical and tracking cookies. The use of these cookies may result in the collection of personal data from visitors to the website.

A cookie is a small file that is placed on your computer's hard drive by the website when you visit the website. These cookies serve, among other things, to improve the website and make it more user-



friendly. Your consent is therefore not required for the placement of functional and analytical cookies. These are handled in the most privacy-friendly manner possible.

Your consent must be requested for the placement of tracking cookies. You can withdraw your consent for the placement of tracking cookies at any time. You can also delete the cookies at any time. Withdrawing consent is as easy as giving consent. You can do this by adjusting your browser settings or by changing the cookie settings on the website. If necessary, you can disable cookies using the floating cookie button on the website. Please note, however, that some features of the website may not work properly if cookies are disabled.

The website also contains links to third-party websites. By clicking on the link on the website, you will be taken to the external website, which will most likely also place cookies. For this, please refer to the privacy and cookie statement of the external website.

Data security

The necessary technical and organisational measures are taken to ensure the security of personal data and protect it against unauthorised access, loss, misuse or alteration. These measures ensure a level of security appropriate to the data being processed.

If you feel that your personal data is not properly secured, you have indications of misuse, or if you would like more information about security, please contact us at info@eekhofadvocaatuur.nl.

Retention period

Personal data will not be retained for longer than is necessary for the provision of services by Eekhof Advocaatuur and to comply with legal requirements. Under tax legislation, certain information about clients, such as quotations and invoices, must be retained for seven years. Other information will be retained for one (1) year, or for one (1) year after the expiry of the agreement.

What are your rights?

You have various rights under the law. Among other things, you have the right to:

- Access and inspection of the personal data that is processed. This right is intended to give you more control over your personal data and to enable you to check whether Eekhof Advocaatuur is complying with the rules.
- Correction and/or rectification of personal data. This right allows you to ask Eekhof Advocaatuur to supplement or change your personal data.
- Restriction of the processing of personal data. You are entitled to this if the personal data may be incorrect, the processing of the data is unlawful, the data is no longer necessary and/or if you have objected to the processing of the data.
- Deletion of personal data. You have the right to have your personal data deleted, but please note that this is not always technically possible.
- You have the right to data transfer, but also to object to data transfer and to restrict data transfer. This is also referred to as data portability. Upon receipt of a request to this effect, Eekhof Advocaatuur will provide the data in a structured, commonly used and machine-readable format. This can only be digital data and data that has been provided with your consent or is necessary for the performance of the agreement.
- Eekhof Advocaatuur does not use automated decision-making, but should this change, you may object to being subject to this automated decision-making.
- Object to the storage of data. This is possible in two cases: 1) due to a specific situation (special personal circumstances) or 2) in the case of direct marketing.



Would you like to exercise one of these rights? Please contact Marjolein van Zundert at info@eekhofadvocaatuur.nl. Your request will be answered as soon as possible, but no later than within four (4) weeks.

To ensure that the request for access has been made by you and in order to protect your privacy, you will be asked to send a copy of your ID with the request. In this copy, black out your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen Service Number (BSN). If your request relates to a cookie, please also send this cookie.

Do you have any complaints about how your personal data is being handled? You can submit these to the Information Commissioner's Office.

Changes to the privacy policy

If this privacy statement changes, the amended privacy statement will be posted on the website. Changes will take effect as soon as the new privacy statement is posted and will apply to all users from that moment on. So check our privacy statement regularly.

Do you have any questions about the privacy policy?

Please contact us at info@eekhofadvocaatuur.nl. Your questions will be answered as soon as possible.