

## **DATA PROTECTION AND COOKIE STATEMENT LE POOLE BEKEMA**

Le Poole Bekema B.V. respects the privacy of its client and other persons whose data it processes. Le Poole Bekema B.V. has its registered office in Haarlem and is listed in the Trade Register of the Chamber of Commerce under number 60696885 (hereinafter: “**Le Poole Bekema**”).

Le Poole Bekema processes personal data when carrying out the assignments that it accepts as a legal service provider. In that capacity LPB is the controller.

Le Poole Bekema processes the personal data of clients as well as personal data of third parties that are involved in clients' legal actions or who are otherwise involved in the relationship between Le Poole Bekema and its clients.

### **Purposes and legal grounds**

Le Poole Bekema processes personal data for the following purposes: (i) the conclusion and execution of an agreement with its clients, (ii) account management, (iii) compliance with its legal obligations, (iv) filing, (v) checks on conflicting interests / check on WWFT (i.e. the Money Laundering and Terrorist Financing (Prevention) Act), (vi) sending information regarding legal events and developments.

Le Poole Bekema processes the personal data of clients in the scope of the performance of an agreement. Le Poole Bekema processes personal data from third parties on the grounds of its legitimate interest. This legitimate interest is that Le Poole Bekema would not be able to adequately perform its business activities if no data concerning third parties could be included in its advice on legal issues or litigation.

### **Retention period**

All processed personal data are filed in dossiers (which are kept on paper and/or in an electronic format). The dossiers will be kept for twenty years from the date on which the client's assignment ends. After that, the dossiers will be destroyed.

### **Security and transfer of personal data to third parties**

Le Poole Bekema works with processors who by order of Le Poole Bekema store dossiers or process personal data in other respects. Le Poole Bekema obliges these processors to process personal data in accordance with our instructions and safety standards.

Le Poole Bekema handles personal data with the utmost confidentiality. Le Poole Bekema will not make available these personal data to other parties, unless the law so requires.

Le Poole Bekema takes both technical and organizational measures to protect all personal data it processes against unauthorized or unlawful processing, loss, destruction or damage, even when data processing is outsourced.

Insofar Le Poole Bekema transfers personal data to third countries outside the European Union, Le Poole Bekema uses a model contract approved by the European Commission and/or other provisions to guarantee an adequate level of protection.

### **Rights of the data subject**

You have the right to request Le Poole Bekema for access to your own personal data, to rectify this data, to restrict the processing of this data, to transfer this data to another party, or to object to the processing of this data. Additionally, you have the right to withdraw your consent at all times.

In the event of aforementioned request, Le Poole Bekema will first verify the identity of the person making the request. Le Poole Bekema strives to handle aforementioned requests within one month. Requests may be sent to: [privacy@lepoolebekema.com](mailto:privacy@lepoolebekema.com).

Moreover, you have the right to lodge a complaint with the Dutch Data Protection Authority regarding the handling of requests or other matters regarding the privacy policy of Le Poole Bekema.

### **Cookies**

Cookies are small text files or other technologies that are used to place information on your device when you visit a website. There are many different types of cookies. For the website of [Le Poole Bekema](#) we only use the analytical cookies of Google Analytics. These cookies allow, for example, for the visitor numbers of the website to be tracked and they can keep track of what part of the website gets the most views. The cookies are developed in the most privacy-friendly manner in accordance with the guidelines of the Dutch Data Protection Authority.

### **Amending the data protection and cookie statement**

Le Poole Bekema reserves the right to change this data protection and cookie statement, and therefore advises to regularly consult this statement.

### **Contact**

If you have any questions concerning the data protection or cookie statement of Le Poole Bekema please contact us by sending an e-mail to [privacy@lepoolebekema.com](mailto:privacy@lepoolebekema.com).

This data protection and cookie statement was last changed in May 2018.