

PRIVACY POLICY

Clause 1 General

Biesheuvel Jansen Timmerman Kuster B.V. (**BJTK**) is an independent law firm located in Amsterdam. In this privacy policy we inform you about how your personal data is handled by BJTK. This privacy policy applies to the processing of the personal data of (the contact people at) our clients, potential clients, business relations and referrers, recipients of our communications and those who contact us otherwise or whose personal data we process otherwise in the context of our service provision, as well as to the visitors to our website www.biesheuveljansenadvocaten.nl.

BJTK is the controller for the processing of your personal data. We may amend this privacy policy from time to time. The most recent version of this privacy policy will always be posted on the website www.biesheuveljansenadvocaten.nl. If substantial amendments are made that could have a significant impact on one or more of the data subjects involved, BJTK will try to inform these data subjects of this directly.

Clause 2 Types of personal data processed by BJTK

The personal data we process in relation to you are:

- a. Personal data you have provided to us, including name, address, telephone number, email address, job title(s) and (details of) your identification documents (identification data), case details (client file), details provided on business cards and other personal data provided by you;
- b. Personal data that give insight into the use of our website or other electronic means of communication, including IP address, your browsing behaviour on the website; and
- c. Personal data obtained from other sources, including for example, data available on public professional social media platforms, data obtained from the trade register of the Chamber of Commerce and Land Registry Office, data on public professional websites such as company websites.

Clause 3 Purposes for processing personal data

1. BJTK collects and processes your personal data on the basis of one or more of the following legal processing grounds (i) to the extent this is required pursuant to applicable law and regulations and/or (ii) to the extent this is required for the execution of our engagement and/or (iii) to the extent you have agreed thereto.
2. If BJTK processes your personal data on the basis of your consent, BJTK will ask you for it separately. You may withdraw your consent at any time. BJTK draws your attention to the fact that the withdrawal of your consent does not affect the lawfulness of the processing of your personal data prior to the withdrawal of your consent.
3. BJTK uses the above personal data for the purposes stated below, in respect of which we have indicated for each purpose on the basis of which of the abovementioned legal processing grounds ((i) through (iii)) BJTK does so:
 - a. to provide the requested legal services, including identifying the client and performing a conflict check to avoid a conflict of interest ((i) and (ii): being able to offer and improve our services, compliance with the Legal Profession Bye-law and the Code of Conduct for Lawyers);
 - b. for the administration of BJTK, including the calculation or recording of fees or benefits, income and expenses, the payment and collection of claims (including the use of collection agencies or bailiffs) ((i) and (ii): the importance of keeping proper records);

- c. to be able to deal with any complaints and disputes about the service ((i) and (ii): to defend rights, to maintain and improve existing relationships by means of proper handling of complaints, to improve the quality of the service and to comply with the Legal Profession Bye-law);
- d. to maintain contact and communicate with you; ((i) and (ii): the interest in bringing BJTK's services to the attention of existing clients);
- e. for placing orders or purchasing services ((i) and (ii): our interest in being able to keep proper records);
- f. for conducting audits and other internal controls ((i) and (ii): our interest in being able to keep proper records);
- g. to comply with our legal and statutory obligations including the Legal Profession Bye-law and the Code of Conduct for Lawyers ((ii): the interest of being able to meet these obligations).

Clause 4 Provision of personal data to third parties

1. BJTK does not provide your personal data to third parties, unless this is necessary for the proper performance of the purposes set out in this privacy policy, if the law requires us to do so or if you have provided your consent to this end.
2. BJTK shares personal data with third party service providers, such as hosting and cloud service providers. Only personal data required for the provision of the services is shared with these service providers. We conclude processing agreements with these service providers which fulfil the requirements of the General Data Protection Regulation (GDPR).
3. Third parties with whom personal data is shared by BJTK are themselves responsible for such personal data including for compliance with applicable laws on data protection. BJTK is not responsible or liable for processing of personal data by such third parties. If a third party processes personal data as a processor for BJTK, BJTK will enter into a processing agreement with such third party.
4. Employees have access to personal data, to the extent required for the performance of their tasks. All employees of BJTK are subject to a duty of confidentiality.

Clause 5 Security measures

BJTK values your privacy, therefore BJTK has implemented appropriate technical and organizational measures for the protection of your personal data in accordance with applicable laws and regulations.

Clause 6 Your rights

You have the following rights in respect of the processing of your personal data by BJTK:

- a. the right to request whether BJTK processes your personal data and if so, the right to access your personal data and to receive information about the processing of your personal data;
- b. the right to rectification of your personal data if these are incorrect or incomplete;
- c. the right to have your personal data deleted;
- d. the right to object to the processing of your personal data or to limit the processing of your personal data;
- e. the right to withdraw your consent for the processing of your personal data, if the processing is based on your consent;

- f. the right to receive or surrender your personal data to a third party appointed by you in a structured, customary and machine-readable form.

BJTK does not use automated decision-making within the meaning of Article 22 GDPR.

Clause 7 Cookies

1. The website of BJTK uses cookies. Cookies are small simple text files which are stored on your device (computer, tablet or smartphone) when you visit our website. You may refuse cookies through the settings of your browser.
2. Our website only makes use of functional and analytical cookies. Functional cookies are cookies required to make the website function. In addition, BJTK uses analytical cookies (Google Analytics) that measure the quality and functionality of the website. These analytical cookies do not process any personal data, just statistical information. The website does not use any advertising tracking cookies.

Artikel 8 Contact

If you have any questions about your personal data processed by BJTK, please feel free to contact us via info@bjtk-law.com.
