

## Privacy Policy HAUT Legal

HAUT Legal (a trade naam of HAUT Legal B.V. (located in Utrecht and CoC-number 84380675) and HAUT Legal Haarlem B.V. (located in Heemstede and CoC-number 91256062)) value your privacy. In this privacy policy we explain which personal data is processed through our site and services. Furthermore, we explain for which purposes we use personal data, how the data is protected and for how long the data is stored. The name HAUT Legal entails both HAUT Legal B.V. and HAUT Legal Haarlem.

### Cookies:

In order for our website to function properly, we use functional and analytics cookies. Your preferred settings can be used for analysing and optimising our website. These cookies do not create a profile of our website visitors. Analytics cookies are depersonalised. In addition to the aforementioned cookies, we use tracking cookies. These cookies do create a profile of our website visitors. This profile is used to optimise the website and show advertisements to fit your preferences. You can decline the use of tracking cookies. These cookies are not necessary for the proper functioning of our website.

### Which personal data do we processes and for which purposes do we use this data?

#### *Data of our (potential) clients:*

<b>(Personal) Data</b>	<b>Purpose(s)</b>
<i>Contact- and identification details of existing clients:</i> First and surname, e-mail address, telephone number and date of birth.	We use the data to: <ul style="list-style-type: none"> <li>- Properly address our clients in our correspondence;</li> <li>- Contact our clients;</li> <li>- Send newsletters;</li> <li>- Abide to any obligations, such as the identification requirements by virtue of the Anti-Money Laundering and Anti-Terrorist Financing Act (Wet ter Voorkoming van Witwassen en Financieringen van Terrorisme (Wwft)).</li> </ul>
<i>Banking details of our clients:</i> Account number, IBAN number and BIC code.	We use the data to: <ul style="list-style-type: none"> <li>- Unwind the contracts with our clients financially and administratively.</li> </ul>
<i>Data in client records:</i> Personal data clients supply in their records, such as names, shareholder relation, tax records, notes, etcetera.	We use the data to render (legal) services for our clients.
<i>Data regarding previous rendered services for our clients:</i> History of rendered services.	We use the data to render (legal) services for our clients and for inventory purposes.

<p><i>Contact details of potential clients through our website's contact form or provided in a different matter:</i> First and surname, e-mail address, and any personal details.</p>	<p>We use the data to:</p> <ul style="list-style-type: none"> <li>- Contact or keep in touch with potential clients;</li> <li>- Possibly send newsletters.</li> </ul>
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**Data of applicants:**

<b>(Personal) data</b>	<b>Purpose(s)</b>
<p><i>Contact details of applicants:</i> First and surname, e-mail address, telephone number.</p>	<p>We use the data contact or keep in touch with the applicant.</p>
<p><i>Application details of the applicant and the application procedures:</i> Data in the application letter and CV of the applicant and data</p>	<p>We use the data to assess whether the applicant is suited to work with us.</p>

<p>resulting from any online research.</p>	
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**What is our basis for storing personal data?**

We store personal data on the basis of:

- executing a contract; all the required (personal) details for execution, for example contact details, invoice details, banking details and all data supplied by our clients.
- legal obligations; we are obliged to store certain data, for example invoice details.
- legitimate interest; which we for example have when sending newsletters or for the purpose of application procedures.
- consent; condition for sending newsletters to persons who are not our clients is their consent. Their consent may be revoked at all times.

**How long is the data stored?**

We store the personal data for a period in accordance with the mentioned purposes:

- in our administration for the tax authorities (Belastingdienst) – 7 years, unless we are legally obliged to store the data for a longer period;
- of applicants – up until four weeks after the application procedure has ended, unless the applicant gives consent to store their data for a longer period.
- of clients – up until a maximum of twenty years after the collaboration has ended, unless we are legally obliged to store the data for a longer period;
- miscellaneous – only when required for the mentioned purposes, afterwards they are deleted.

## **With whom do we share the personal data?**

For the provision of our services we collaborate with third parties. These third parties render different services in terms of CRM, email management, data storage, communication, accounting and invoicing and newsletters. These third parties only access and process personal data, when this is required for their services. We have entered into a processor contract with these third parties, for they are (sub)processors covered by relevant legislation. Furthermore, HAUT Legal & Tax may be obliged to report information to the FIU-Nederland on basis of the Wwft. The client will not be notified of such reports.

## **Modification of the privacy policy**

We may update or modify our privacy policy. The updated privacy policy is posted on our website.

## **Rights parties concerned**

If we collect your data, you have certain rights. You can:

- request a specification of the personal data we have processed;
- request that we modify or update your personal data;
- request that we delete your personal data from our data archives;
- revoke your consent for processing your personal data at all times;
- object to the processing of your personal data;
- file a complaint with the Data Protection Board (Autoriteit Persoonsgegevens) if you believe we process your data illegitimately.

If you want to exercise the abovementioned rights or if you have questions or remarks, you can send an e-mail to [alexander@hautlegal.nl](mailto:alexander@hautlegal.nl). Letters can be sent to HAUT Legal, Nijverheidsweg 7, 2102 LJ Heemstede. Feel free to contact your contact person from HAUT Legal or to call us at 023-5310060. We endeavour to respond to requests within 5 working days.