



## **Privacy Statement Hoff Advocaten**

Hoff Advocaten respects the privacy of its clients and other business contacts and the visitors of its website. Hoff Advocaten processes personal data as a data controller in accordance with the European General Data Protection Regulation (hereinafter referred to as "GDPR").

### **Use of your personal data**

Personal data is any information relating to an identified or identifiable natural person. Personal data that we process may include:

- basic information such as your name, sex, title;
- contact details such as your address, phone and fax number(s) and email address;
- data related to the device you use to visit our website, such as an IP address;
- data related to your visit to our website;
- personal data you may provide us for the purpose of a job application, such as your full name, date of birth, address, phone number, nationality, marital status and any other personal data set out in your application.
- any other personal data relating to you which you may provide us or that we may obtain in relation to the purposes and based on grounds set out below.

We collect this personal data because you provided this data to us, for example when entering into an agreement with us or by applying for a job. We may also collect your personal data from other sources, such as counterparties, the Chamber of Commerce, the Land Registry or by using publically available sources.

### **Retention period**

Hoff Advocaten will not store your personal data any longer than is necessary to achieve the purposes stated in this Privacy Statement or to comply with the relevant laws and regulations.

### **Purposes for the use of personal data**

Hoff Advocaten processes your personal data for the following purposes:

- to provide our legal services;
- to comply with our legal and regulatory obligations;
- job applications;
- mailings or other marketing activities;
- to generate statistics regarding the use of the website and/or to analyse and improve the website.

### **Rights of access and rectification**

- You have the right of access. This means you can make a request to obtain access to the personal data concerning you. Please note that there may be circumstances in which we are entitled to refuse your request, for example based on legal professional privilege.
- You have the right to rectification or correction of your personal data if it is inaccurate or incomplete.



- You have the right to erasure of the personal data that relates to you. Please note that there may be circumstances in which we are required to retain your data in order to meet our legal and regulatory obligations.

### **Third parties**

Hoff Advocaten will not share your personal data with third parties, unless you have given your explicit consent or when necessary to provide our legal services to you or to comply with our legal and regulatory obligations. If we engage third parties that process your personal data on our instructions, we will conclude a processor agreement with such party requiring the same level of security and confidentiality of your personal data.

### **Security**

Hoff Advocaten has taken technical and organizational measures to ensure an appropriate level of security to protect your personal data from unauthorized or unlawful processing and from loss, destruction, damage, alteration or disclosure. If you have any questions regarding the security of your personal data, or if there are indications of misuse, please contact us at [info@hoffadvocaten.nl](mailto:info@hoffadvocaten.nl).

### **Our website and links to other websites**

On our website cookies may be used to offer an optimal user experience. For example, it is easier to navigate through our website. In addition, Hoff Advocaten uses analytical cookies to analyse and improve its website. Hoff Advocaten uses Google Analytics. The data are stored by Google in the United States. For more information, you are referred to the privacy policies of Google and of Google Analytics.

In the event our website contains links to other websites (by means of hyperlinks, such as to LinkedIn and Chambers) Hoff Advocaten is not responsible or liable for the processing of personal data by those websites. This Privacy Statement is not applicable to the use of those websites.

### **Updates Privacy Statement**

Hoff Advocaten reserves the right to unilaterally change or update this Privacy Statement. We advise you to check this page from time to time. Thus, you will be informed of any amendments.

This Privacy Statement was last updated on 25 May 2018.