

Privacy Policy Law Firm Elbertse

Law Firm Elbertse respects your personal data and privacy and ensures that the personal information provided to us or otherwise obtained is treated confidentially. Personal data is all information about a person. Data that indirectly says something about someone is also personal data. The following implements the information obligation laid down in the General Data Protection Regulation (GDPR) to the data subject(s) whose personal data Law Firm Elbertse processes.

What is the purpose of our data processing?

Almost all personal data that we process, is processed for the best possible performance of the agreement entered into with the client. To this end, we also process data of persons with whom we have not concluded an agreement, but who are in some way related to our clients. This includes, for example, children of clients, care/aid-providers of clients, opposing parties and/or opposing parties' lawyers.

Law Firm Elbertse processes the personal data mentioned further on for the purposes mentioned below:

- Performing agreements with clients in the best possible way. The agreements concern the provision of legal advisory services, conducting (legal) proceedings and mediation.
- Tailoring our services as much as possible to the needs of our clients, such as referring them to other service providers.
- Collecting invoices.
- Getting in touch with potential clients.
- For recruitment and selection (job applications).
- Compliance with our legal and regulatory obligations.

Legal obligations include those under the Dutch Money Laundering and Terrorist Financing (Prevention) Act and under the Dutch Legal Profession Bye-law.

Other processing of personal data will only take place if you have given explicit and unambiguous consent in writing, using the appropriate permission forms.

Which personal data are processed?

Law Firm Elbertse processes the following types of personal data. Where 'client' is mentioned, this also means the potential client who has contacted Law Firm Elbertse, but is not yet a client.

- Identifying data of the client (name, date of birth, Citizen Service Number or foreigners' identification number, number of the identity document).
- Communication data of the client (address, e-mail address, telephone number).
- Other personal data specifically related to the assignment, including, when applicable and relevant:
 - Details of the client's partner (such as name, date of birth and Citizen Service Number or foreigners' identification number).
 - Details of the client's care/aid-provider and/or protective administrator (such as their name, address, email address and telephone number).

- Details of the client's children (such as name, address, date of birth, place of birth and information regarding custody).
- Details of the client's opposing party (such as the name, address, e-mail address, telephone number and date of birth).
- Details of the opposing party's attorney (such as the name, business address, business e-mail address and business telephone number).
- Other (special) personal data of the client, their children, their partner, their opposing party or relevant third parties (such as marital status, photographs, health data and financial data).

Law Firm Elbertse processes these personal data because they have been provided by you as the data subject on your own initiative, of they have been provided by the client, or they have been obtained in the context of the assignment, or they have been made known to us by third parties, or have become known through public sources.

Basis for processing personal data

Law Firm Elbertse processes the above-mentioned personal data solely on the basis of the grounds mentioned below as referred to in Article 6 of the GDPR:

- Legal obligation
- Performance of an agreement
- Obtained consent from data subject(s)
- Legitimate interest

Providing personal data to third parties

Law Firm Elbertse only shares your personal data with third parties to the extent necessary for the provision of services, in accordance with the aforementioned purposes. This could include the substitution of the practice by another lawyer, the performance of an expert examination or the entry of your data in a file management system. This also includes, for example, the provision of your personal data to the municipality for the application of an extract or the provision of your personal data to the court in legal proceedings.

Furhtermore, Law Firm Elbertse may provide personal data to a third party, such as a supervisor or another body vested with public authority, to the extent a legal obligation exists to do so.

With the third party who processes your personal data on behalf of and at the instruction of Law Firm Elbertse, an agreement will be concluded whereby this third party is also bound to comply with the GDPR. For the (further) processing of your personal data, third parties engaged by Law Firm Elbertse, which offer services as processing controller, are themselves responsible for compliance with the GDPR. This could be a provider of IT services, bookkeeper or notary.

Security of personal data

Law Firm Elbertse attaches great importance to the security and protection of your personal data and, taking into account the state of the art, ensures appropriate technical and organizational measures to guarantee a risk-appropriate security. In the event that Law Firm Elbertse uses services of third parties, such as an IT-supplier, Law Firm Elbertse will make arrangements about adequate security measures in the context of the protection of personal data.

Retention period of personal data

Law Firm Elbertse does not keep personal data that is processed longer than is necessary for the relevant purposes of data processing or is required under laws and regulations.

Thus, most information from case files is destroyed five years after the file is closed. Some data are retained in order, for example, to continue a conflict-of-interest check.

Data relevant to the tax authorities must often be kept for seven years.

For personal data of potential clients, Law Firm Elbertse uses a retention period of one year. If you, as data subject, fill in a contact form on your own initiative, send an e-mail, contact Law Firm Elbertse by telephone with a single request for information or when an intake interview has taken place without follow-up, Law Firm Elbertse will store the personal data for one year.

Privacy rights of data subjects

When personal data is processed by Law Firm Elbertse, you as data subject have the following rights:

- Right to information: As a data subject you have the right to receive the privacy policy. That concerns this document.
- Right of inspection: As a data subject you have the right to inspect the personal data that have been processed. In addition, you have the right to obtain access to certain information, such as the purposes of processing, the type of personal data and to whom the personal data has been or will be provided.
- Right to rectification, supplementation, deletion or blocking: As a data subject, you have the right to rectification of personal data that is inaccurate regarding you, the right to provide a supplementary statement when the processing of personal data is based on incomplete factual data, the right to have your personal data deleted or the right to have your personal data blocked.
- Right to object: As a data subject you have the right to object to the use of your personal data. As data subject, in certain cases you have the right to obtain a restriction on the processing of your personal data. This means that the personal data may not be processed or modified.
- Right to data portability: As a data subject, you have the right to receive the personal data processed by us in a structured, common and machine-readable format.
- Right to be forgotten: As a data subject, you have the right to request that your data be deleted. This is possible when any of the following situations occur:
 - The personal data are no longer necessary for the purposes for which they were collected or otherwise processed.
 - The data subject withdraws the consent on which the processing is based and there is no other legal basis for the processing.
 - The data subject objects to the processing and there are no prevailing legitimate grounds for the processing.
 - The personal data has been processed unlawfully.
 - The personal data must be deleted in order to comply with a legal obligation under European Union or Member State law that rests on the controller.

- The personal data have been collected in connection with an offer of information society services.
- Right to restrict the processing of personal data: As a data subject, you have the right to request to temporarily stop the use of your personal data.
- Right to withdraw consent: As a data subject, you have the right to withdraw a previously given consent.

A request for inspection, correction, restriction, objection, portability of data, deletion of your personal data or withdrawal of previously given consent, can be sent via the contact details below. You will receive further notice from us within four weeks of receiving your request.

There may be circumstances in which Law Firm Elbertse will not or not fully comply with your request as a data subject. These circumstances include the duty of confidentiality of lawyers, the legitimate interest and statutory retention periods.

Your request as referred to above can be addressed to:

Law Firm Elbertse
Attn. Mrs. Mr. L.E.M. (Linda) Elbertse
Boezemweg 71
2641 KG Pijnacker
info@advocatenkantoorelbertse.nl
015-2061144

In order to ensure that your request comes from the right person, we ask you to submit a copy of a valid passport, driver's license or identity card with a shielded photo and Citizen Service Number for verification purposes. Law Firm Elbertse will only process requests that relate to your own personal data.

Use of social media

Law Firm Elbertse uses social media, such as LinkedIn, but will never mention personal data of others without permission. On the website of Law Firm Elbertse are no buttons and / or links to web pages to promote or share on social (media) networks or websites of third parties. Law Firm Elbertse does not monitor social media and is not responsible for the processing of your personal data by and through such third parties. Use of such media is therefore at your own risk. Before using those third party services, it is advisable to read the privacy policy of those third parties.

Statistics and cookies

Law Firm Elbertse keeps track of user data of the website www.advocatenkantoorelbertse.nl for statistical purposes. The personal data collected in this way are in principle anonymous and will not be sold by Law Firm Elbertse to third parties.

When you visit the website, some technical data are automatically provided to us. For example, the IP address used by you, the operating system, the Internet browser used and so-called cookies that you have accepted.

In order to increase the ease of use of the website of Law Firm Elbertse, use is made of so-called 'cookies'. A cookie is a small text file that during your visit to the website of Law Firm Elbertse is

placed on, for example, your computer, tablet or smartphone. You can refuse the use of these cookies at any time, although this may limit the functionality and ease of use of the website.

The website of Law Firm Elbertse uses cookies from Google Analytics to, in outline, track user behaviour and general trends and to obtain reports. This helps to improve the functioning of the website. Google may provide this information to third parties if Google is legally required to do so or insofar as third parties process the information on Google's behalf. By using the website of Law Firm Elbertse, you consent to the processing of the information by Google in the manner and for the purposes described above.

On the website of the Dutch Authority Consumer and Market (<https://www.consuwijzer.nl/telecom-post/internet/privacy/uitleg-cookies>) you can read more about cookies and how you can block or remove them.

Adjustment of the privacy policy

Law Firm Elbertse has the right to change the contents of this privacy policy at any time without prior notice. Adjustments to the privacy policy will be published on the website. Therefore, please consult the relevant page on our website regularly: [Rates and Conditions - Advocatenkantoor Elbertse](#).

Questions and contact

If you have any questions or comments about the processing of your personal data and this privacy policy, please contact our office.

This privacy policy was adopted on January 17, 2025