

Privacy Statement Legaldipity B.V.

In this Privacy Statement we explain what personal and other data we collect and use, for what purposes and what Legaldipity B.V. does to protect your privacy. We recommend that you read this Privacy Statement carefully.

This Privacy Statement was most recently amended on 31 January 2023.

Legaldipity cannot operate without processing your privacy-sensitive information, also known as personal data. In some cases we work together with other organisations and companies in doing so.

We process and secure your personal data with care, in accordance with the requirements of privacy legislation. This means, for instance, that:

- we clearly state for what purposes we process personal data. We do so in this Privacy Statement
- we limit the collection of personal data to the personal data required for the purposes for which they are processed
- we first request your express consent to process your personal data, in cases in which your consent is required
- we do not pass on your data to third parties, unless that is necessary to provide the requested service or if we are required to do so by law
- we take appropriate security measures to protect your personal data and require the same of parties that process personal data on our behalf
- we respect your right to access, rectify or erase your personal data on request.

Use of personal data

Bij het gebruik van onze diensten laat u bepaalde gegevens bij ons achter. Dat kunnen persoonsgegevens zijn. Wij verwerken niet altijd alle onderstaande gegevens. Dat is namelijk afhankelijk van de diensten die u bij Legaldipity afneemt. When you use our services, you provide us with certain data, which may be personal data. We do not always process all the data listed below. That depends on the services you procure from Legaldipity.

We process your following personal data:

- Name and address data
- Company data
- Phone number
- Email address
- Position and title, if any

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- Date of birth
- Sex
- Bank account and other bank data
- All other information that you provide to us or that we collect in the process of performing our services for you

Purposes

We process the aforesaid data for one or more of the following purposes, partly dependent on the services you use:

- to enter into agreements with you and to perform those agreements regarding the provision of legal services and the management of the resulting relationships
- to communicate with you by phone, email, message apps and other communication channels, whether or not digital
- to send you personalised newsletters based on your interests
- to invite you for business appointments and/or other events
- to request your feedback about our services

Transmission to third parties

We transmit the data provided by you to third parties (such as courts, bailiffs, debt collection agencies, external advisors and others) if that is necessary with a view to the work to be performed.

We do not make the data provided by you available to any other third parties, unless that is required or permitted by law. It is possible, for instance that the police requests information as part of a fraud investigation. In that case we are required by law to provide that information.

Also, in certain cases we might be obligated by the Dutch Money Laundering and Terrorist Financing Act (*Wet ter voorkoming van witwassen en financieren van terrorisme*) to report a planned or already completed transaction that you are involved in (while providing the necessary details about u and/or the transaction), which we will not be allowed to inform you about.

Securing and storing data

We take at least the same quality of measures for securing your personal data that we take for securing our own confidential information and documents. We further ensure that only the necessary persons have access to the data and that access to the data is protected.

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For the storage period we follow the guidelines of the Dutch Bar Association (*Nederlandse Orde van Advocaten*) (20 years). Otherwise, we follow the storage periods as prescribed by law.

Access to and rectification of your data

You may access your personal data and request their rectification or erasure by sending an email to: info@legaldipity.com

We can only comply with your request if your request is in accordance with all applicable legislation.

To avoid abuse, we request you, if you file a written request for access to your data, to allow adequate identification by enclosing a copy of valid proof of identity. After confirming your identity, we will remove your proof of identity. We recommend that you make certain sensitive information such as your social security number illegible before sending us your proof of identity.

Commission Supervision Personal Data Protection BES

Of course, we are happy to help you in case of concerns about our processing of your personal data. If we fail to reach an agreement, you are entitled under the applicable privacy legislation to file a complaint with the Bonaire privacy supervision agency, the Commission Supervision Personal Data Protection BES (*Commissie toezicht bescherming persoonsgegevens BES*).

See also: www.cbpbes.com/en/

Amendments

We may amend our privacy policy from time to time. Amendments will be published on our website. It is therefore advisable to regularly check this Privacy Statement to remain informed of such amendments.

Questions

If you have any questions regarding our privacy policy, please contact Legaldipity (info@legaldipity.com).