

Privacy statement, including special data

Applicability

Hoens & Souren Keereweewer Advocaten ('Hoens & Souren') is a partnership between, on the one hand, the public partnership Hoens & Souren Advocaten, which consists of legal entities and, on the other hand, the sole proprietorship Keereweewer Advocaten. Hoens & Souren acts under the names 'Hoens & Souren', 'Hoens & Souren Advocaten', 'Hoens & Souren Keereweewer Advocaten' and 'Keereweewer Advocaten'. This privacy statement explains how your personal data is collected, used and processed and for what purpose it is collected. These data remain yours.

This declaration applies to all work and services performed or to be performed by Hoens & Souren, both partnerships, the (directors of the) partners of both partnerships and all persons who work or previously worked for Hoens & Souren, whether or not by virtue of an employment contract.

In general

Hoens en Souren is committed to your privacy, respects your personal information and ensures that the personal information provided to us, or otherwise obtained, is treated confidentially. Personal data is all (traceable) information about a person. Also data that indirectly say something about someone, are personal data. With the following, the information obligation laid down in the AVG to the person(s) whose personal data Hoens en Souren processes.

Purpose of processing personal data

Hoens & Souren processes the personal data mentioned in the following paragraph exclusively for the purposes mentioned below:

- providing legal services and conducting both extrajudicial and judicial proceedings;
- advice, mediation and referral;
- dispute settlement by means of mediation;
- exercise of legal powers, such as trustee in bankruptcy, guardian ad hoc or administrator;
- charging and collecting claims;
- comply with our legal and statutory obligations;
- marketing and communication activities;
- recruitment and selection (application).

Which personal data are processed?

Hoens & Souren processes the following (types or categories) of personal data for the purpose of providing the service or which have been provided by the person concerned on his or her own initiative:

- basic data such as name, address, place of residence, business contact details, telephone numbers;
- other contact data, such as: postal (box) address, email addresses and other addresses for electronic communication;
- gender, date of birth, place and country of birth, nationality, country of origin, marital status, social security number (“BSN”) and copy of an identity document;
- information about income, pension, assets (including your debts and information about your home and business(es)) and tax information;
- financial information, such as account or credit card numbers and copies thereof;
- access or identification data, such as login name/password, client number;
- personal data relating to criminal convictions and offences, including disciplinary data;
- work or employment-related data, such as employment contract and assessments;
- side activities and memberships of (specialist) associations;
- information about your mental and physical condition;
- the data named above will be processed insofar as they may apply to your children up to the age of 16;
- data concerning your visit to the website of Hoens & Souren Advocaten www.hslaw.nl or Keereweer Advocaten www.keereweer.nl;
- data for the purpose of recruitment and selection procedures;
- information for our communication activities, such as attending events and meetings;
- all other personal data provided to Hoens & Souren or which Hoens & Souren may obtain in connection with the purposes and on the basis of the principles as further stated in this privacy statement.

Hoens & Souren processes the aforementioned personal data because those have been provided by you as a data subject, acquired on your own initiative, in the context of the provision of our services. The aforementioned personal data may also have been made known to us by third parties, including counterparties or have become known through public sources.

Principle for processing personal data

Hoens & Souren processes the personal data mentioned in the paragraph before, exclusively on the basis of the grounds referred to in article 6 of the GDPR:

- compliance with a legal obligation;
- performance of a contract;
- obtained permission from the person(s) involved;
- for the purposes of the legitimate interests

Sharing personal data with third parties

Hoens & Souren shares your personal data with third parties only to the extent necessary for the provision of services in accordance with the aforementioned purposes. This purposes include, for example, the observation of the practice by another attorney at law, the performance of an expert examination or the engagement of another third party on behalf of and on the instructions of Hoens & Souren, such as an IT supplier, but also the provision of your personal data in connection with (legal) proceedings or correspondence with the opposing party.

In addition, Hoens & Souren may provide personal data to a third party, such as a supervisor or the Dutch Legal Aid Board (Raad voor de Rechtsbijstand) or any other authority vested with public authority, insofar as there is a legal obligation to do so.

With the third party that processes your personal data on behalf of and on the instructions of Hoens & Souren, a processing agreement will be concluded whereby that third party will also be obliged to comply with the GDPR. Third parties engaged by Hoens & Souren, who offer services as a processor, are responsible for the (further) processing of your personal data themselves for compliance with the GDPR. This may include an accountant, civil-law notary or another third party for a second opinion or expert report.

Personal data security

Hoens & Souren is committed to the security and protection of your personal data and, taking into account the state of the art, takes appropriate technical and organizational measures to ensure a level of security appropriate to the risk. In case Hoens & Souren uses services of third parties, such as an IT supplier, Hoens & Souren will, within the framework of the protection of personal data, lay down agreements on adequate security measures in a processing agreement.

Retention period of personal data

Hoens & Souren does not store processed personal data longer than is necessary for the above mentioned purposes, or is required by law and regulations.

Privacy rights of data subjects

A request for access, correction, restriction, objection, transferability of data, removal of your personal data and/or those of your minor children or withdrawal of previously given consent can be sent via the contact details below. You will receive further notice from us within four weeks after receiving your request.

There may be circumstances in which Hoens & Souren is unable to or cannot fully comply with your request. This includes the confidentiality obligation of lawyers and mediators and statutory retention periods.

Your requests as referred to above can be addressed to:

Hoens & Souren Keereweer Advocaten
Attn. GDPR & Compliance officer Ms. N. van Collem
Postbox 7191
2701 AD Zoetermeer
vancollem@hslaw.nl

In order to ensure we provide the relevant personal data to the correct person based on your request, we ask you to provide a copy of a valid passport, driver's license or ID with a shielded passport photo and social security number (“BSN-nummer”) for verification purposes. Hoens & Souren will only deal with requests that relate to your own personal data and those of your minor children.

Use of social media

On the website(s) of Hoens & Souren, namely: www.hslaw.nl and www.keereweer.nl, are buttons and / or links included to promote or share web pages on social (media) networks or websites of third parties, such as LinkedIn or YouTube. Hoens & Souren Advocaten does not supervise and is not responsible for the processing of your personal data by and through such third parties. The use of these media is therefore at your own risk. Before using those services of third parties, it is advised to read the privacy statement of those third parties.

Statistics and cookies

Hoens & Souren records usage of date of the website(s) for statistical purposes. The collected personal data is in essence anonymous and are not sold by Hoens & Souren to third parties.

In order to increase the ease of use of website (s) of Hoens & Souren, 'cookies' are used. A cookie is a small text file that is placed on your computer, tablet or smartphone during your visit to the Hoens & Souren website(s). You may refuse the use of these cookies at any time, although this may limit the functionality and ease of use of the website(s).

The websites of Hoens & Souren use Google Analytics to track user behavior and general trends and to obtain reports. This helps to improve the functioning of the website(s). Google may provide this information to third parties if Google is legally obliged to do so or if third parties process the information on Google's behalf. By using the website(s) of Hoens & Souren, you consent to the processing of data about you by Google in the manner and for the purposes as stated above. Cookies are also placed by the use of buttons and / or links, as described above under 'Use of social media'. Hoens & Souren has no influence on the placement and use of cookies by those third parties.

On the Dutch website of the Authority for Consumers & Markets (Autoriteit Consument en Markt, <https://www.consuwijzer.nl/telecom-post/internet/privacy/uitleg-cookies>) you can read more about cookies and how to block or remove them.

Adjustment of the privacy statement

Hoens & Souren has the right to change the content of this privacy statement at any time without prior notice. Adjustments to the privacy statement will be published on our website(s). Therefore, please consult our website(s) regularly: www.hslaw.nl and www.keereweer.nl.

Questions & Contact

If you have any questions or comments about the processing of your personal data and this privacy statement, please contact N. van Collem.

This privacy statement was last amended and drawn up on December 1st, 2020.