

Privacy notice

Pontus Advocaten Coöperatief U.A.

Date

November 4th, 2024 onwards

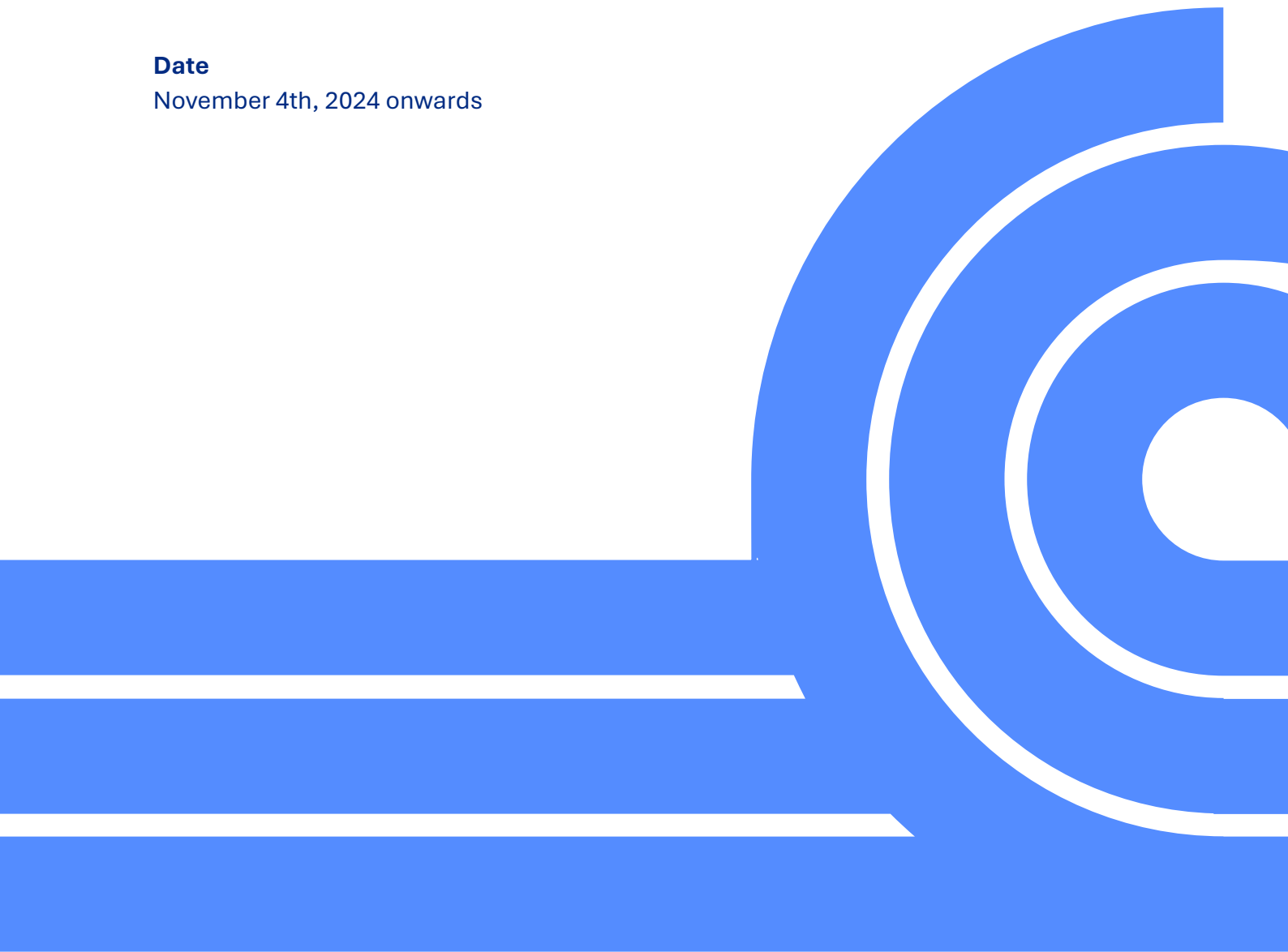


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Introduction

We process personal data. That is information about individuals. In this notice, we explain why and how we use this data. We will also explain what your rights are and how you can execute them. If you have any questions about the personal data that we process or your rights, please [contact us](#).

We process personal data of

1. Clients, potential clients, and of others when necessary to deal with a case

- a. **We process** contact details of contact persons; information from public registers (e.g. Chamber of Commerce), banking details, and any other data needed for a case.

We may also use copies of identity documents. If so, we ask to hide sensitive information, such as the citizen service number and MRZ (the series of letters and numbers at the bottom of some identity documents).

Sometimes, personal data of other persons is in the information about the case. We do not inform these individuals, as this may breach our duty of confidentiality.

- b. **We use this data to** talk to our clients and do our legal work, to send bills to our clients and keep record, and to check our clients' identity.
- c. **We may process** these personal data because:
 - i. we need it to enter into an **agreement** with our client, or to enter in such agreement;
 - ii. we are **legally obliged** to do so;
 - iii. we have a **legitimate interest** in doing so. This mostly has to do with the personal details of our clients' employees and the data we get while working on a case. Simply put, we need these personal data to do our job right.
- d. **We keep this data** for up to twenty years after we finish working with a client.

2. People who get in touch with us through our website or social media.

- a. **We process** contact details of the sender and any other data included in the message.
- b. **We use this data to** reply to the message and make our services better.
- c. **We keep this data** until we've finished with the message and up to 1 year thereafter. Information you put on social media can usually be deleted by yourself.



- d. **We may process** this data because we have a **legitimate interest**. We namely need this data to reach out to you and assist you. Besides, this information is needed to make our services better.

3. Job applicants

- a. **We process** contact details, information included in the curriculum vitae (such as qualifications, skills), data included in the application (such as diplomas, videos, recommendation letters), data we find on social media, and notes from interviews.
- b. **We use this data to** see if you're a good fit for the job and to choose the right candidate.
- c. **We keep this data** for up to four weeks after the application procedure ends, unless you permit us to keep it for a year longer.
- d. **We may process** this data because we have a **legitimate interest**. We namely need this data for a proper application process. If you give us sensitive personal data, such as information about your religion, health, or sexual orientation, we may process such data because you gave us your permission. You can always withdraw such permission by contacting us via the contact details provided on this website.

4. People we work with in other businesses.

- a. **We process** contact details and relevant business-related information such as correspondence and financial details.
- b. **We use this data to** correspond with our business relations regarding their services and invoices, and to keep records.
- c. **We keep this data** for as long as necessary for the above purposes.
- d. **We may process** these personal data because:
 - i. we need it for our **agreements** with these business relations, or to enter in such agreement;
 - ii. we are **legally obliged** to do so;
 - iii. we have a **legitimate interest** in doing so. This mostly has to do with the personal details of our business relations' employees and the data we get while working together.
- e. Sometimes, we retain personal data longer than specified. This is done only if mandated by law, in cases of fraud or abuse investigation, or when necessary for legal claims. In such situations, we keep these personal data separate from the rest.

5. Third parties

- a. We work with other companies that **help us process the personal data**. They do this on our behalf. This means we remain responsible for the protection of your data during such processing. We use third parties inter alia for:
 - i. email management and communication;
 - ii. hosting;
 - iii. project management;
 - iv. invoicing and accounting.

- b. **Sometimes, we need to share your personal data with other organizations that process it for their own purposes.** This means that once they received your personal data, they are responsible to protect it. We only share personal data with others if the law says we have to, if you gave us your permission, or in special cases. To know how these parties handle personal data, you can check their privacy notices. We share personal data with:
 - i. **Suppliers**
Only when this is necessary to handle the case. Such as, legal designers, bailiffs and collection agencies, counterparties, other lawyers, insurers, experts, courts, administrative bodies, government agencies and similar parties.

 - ii. **Tax authorities**
Only applicable to the personal data we are legally obliged to share. We are required by law to include (some of) your personal data in our financial records, which may have to be shared with the tax authorities.

 - iii. **the Financial Intelligence Unit Netherlands**
Only applicable to the personal data we are legally obliged to share. In case of an (intended) unusual transaction, we are required to provide (personal) data to the Financial Intelligence Unit without disclosing this to our client.

- c. Furthermore, we only share personal data with third parties if the law obliges us to, if you say it's okay, or in special situations, like when sharing personal data is necessary to:
 - i. protect our own interests or those of third parties;
 - ii. deal with a legal case; or
 - iii. sell or merge our company.

- d. Some of these third parties are located outside the European Economic Area (the European Union, Norway, Iceland, Liechtenstein). We only transfer personal data to these parties if the personal data is adequately protected by the laws of the relevant country or if we have contractual safeguards in place.

- e. Read more about the countries with an adequate level of data protection [here](#). Read more about the contractual safeguards [here](#). If you want more information about this or a copy of the specific safeguards that are in place, please contact us.

Your rights

You have certain rights when it comes to your personal data. You can always [contact us](#) to execute your rights. These rights aren't absolute. For instance, sometimes we might not be able to do everything you ask with your data. This could be to protect other people's rights and freedoms, or because we need it for legal reasons. If something like this happens, we'll let you know.

You have the following rights

- **Access**
You can request us to provide access to, and/or a copy of, your personal data along with additional relevant details.
- **Rectification**
You can request us to rectify any inaccuracies or complete any incompleteness in your personal data.
- **Erasure**
You can request us to erase your personal data. Sometimes, people call this the 'right to be forgotten'.
- **Data portability**
You can request us to hand over your personal data, so that you can use it elsewhere.
- **Restrict processing**
You can request us to stop using your personal data. We can, however, still keep it stored.
- **Withdraw consent**
You can request us to stop using your personal data for the purpose we requested your permission for. Besides, you can request to stop the processing of your personal data based on our 'legitimate interest'.

Complaint?

You can file a complaint with your national data protection authority if you believe we are not handling your personal data properly. You can find a list of the European data protection authorities, their websites and contact details [here](#).

Sometimes, we change this privacy notice. Of course, we will inform you when major amendments are made to this privacy notice.

Questions or remarks? [Please let us know.](#)

