

Privacy Statement – for clients and potential clients of the law firm *Noordam Advocatuur*

1. Processing personal data

Noordam Advocatuur controls the processing of personal data provided to us. This Privacy Statement sets out how *Noordam Advocatuur* uses your personal data.

2. To whom does this privacy statement apply?

This privacy statement applies to all clients of *Noordam Advocatuur* to whom we provide legal services and to all potential clients who provide us with personal data when establishing contact.

3. Personal data

Personal data includes any information that can be used to identify you. Personal information provided by you includes your name, contact and address details and other information provided to us by you (e.g. during a registration procedure or during contact with one of our lawyers).

4. Which data do we process and for what purpose?

Your data will be used exclusively for the purpose for which you provide the information. The data will be used to record your questions and queries and/or to carry out any assignments. Your personal data will only be processed if and insofar as required for the assignment.

5. Third-party processors

For the processing of your data *Noordam Advocatuur* may involve service providers (data processors) who will process personal information on our behalf and at our direction. We enter into agreements compliant with the General Data Protection Regulation (GDPR) with these service providers. For instance, *Noordam Advocatuur* works with accessibility services and accountants for our financial administration.

6. Sharing your personal data with third parties

Your personal data will not be shared with third parties for commercial purposes.

We may have to share some of your personal data with third parties such as the court or the opposing party. This depends on the circumstances of the case.

7. Protecting your personal data

Noordam Advocatuur respects your privacy and will ensure that the personal information provided by you will be treated with confidentiality and used in accordance with the General Data Protection Regulation (GDPR). Naturally, *Noordam Advocatuur* has taken appropriate measures to secure your personal information and your privacy.

8. Questions and complaints – contact information

Please feel free to contact *Noordam Advocatuur* on telephone number +31 20 – 68 98 123 or by email on info@noordamadvocatuur.nl if you have questions concerning the processing of your personal information, by *Noordam Advocatuur*, or if you wish to inspect the information, request that we delete the data or if you wish that processed personal data be corrected. *Noordam Advocatuur* will respond to your request as soon as possible, at the latest within four weeks.