

# DEHAESE & DEHAESE

## Advocatenkantoor bvba \*

*Luikersteenweg 185-187 - B-3500 Hasselt  
Tel : 011/28 18 81 - Fax : 011/28 16 19  
dehaese@dehaese.be - www.dehaese.be*

## PRIVACY STATEMENT

### 1. General provisions

This Privacy Statement organizes the registration of personal data by Dehaese & Dehaese Law Firm BVBA, abbreviated “D&D Law Firm”, located in B-3500 Hasselt, Luikersteenweg 185-187 (Belgium), with company registration number 0833.142.896, as part of its advisory services and via its website ([www.dehaese.be](http://www.dehaese.be)).

D&D Law Firm is concerned about the privacy and the personal data of its clients and shall collect and register your personal data in line with this Privacy Statement.

D&D Law Firm has to be considered as the data protection officer of your personal data and shall act in line with the provisions of the General Data Protection Regulation.

For the sake of this Privacy Declaration, the items “personal data”, “processing”, “data controller” and “data processor” have the meaning as specified in the General Data Protection Declaration.<sup>1</sup>

### 2. Categories of personal data

The following categories of personal data can be collected by D&D :

- Name and surname
- Date and place of birth
- Civil state
- Address
- Phone number
- Email address
- Physical data
- Family composition
- Identity card number
- National identity number
- Bank account numbers
- Education and formation
- Professional relations
- Other personal data supplied by you actively

D&D only processes sensible categories of personal data in so far this is necessary to reach the goals outlined in Art 3 of this Privacy Statement.

Sensible categories of personal data are these which reveal information on racial or ethnic origin, political opinions, religious or philosophical beliefs, a trade union membership, the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation.

Our services and our website have not the intention to register data of natural persons younger than 16 years old, unless after the consent of the parents or the guardian or if another legal ground makes the registration of the data necessary. In case you are of the opinion that we have processed unjustly personal data of a minor, you can contact us via our mail address [Dehaese@dehaese.be](mailto:Dehaese@dehaese.be).

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<sup>1</sup> These definitions are explained in Art 4 of this Privacy Declaration

### 3. Purpose of the data processing

D&D shall only register your personal data only to the extent necessary for :

- Managing of disputes and looking after the interests of its clients
- Execution of payments
- To comply with our legal obligations
- To manage your vital interests and these of other natural persons
- The publication of our newsletter
- Offering you the possibility to create an account
- To manage our own legitimate interests

D&D does not apply automated individual decision making processes

### 4. Legal grounds for the processing of personal data

The legal grounds on which basis your personal data are registered are:

- Your consent given to us to register the personal data
- The necessity in order to the execution of a contract to which you are a party
- The necessity in order to comply with a legal obligation to which we are subject
- The necessity in order to protect your vital interests or the vital interests of another natural person
- The necessity in order to safeguard our own legitimate interests

### 5. Rights of the client

You have the right to consult your personal data processed by D&D Law Firm. In case this information appears to be incorrect, you have the right to ask to correct this information.

You also have the right to obtain from us the erasure of personal data concerning yourself, unless there is an legal exception applicable.

You have also, in certain legally foreseen cases, the right to restrict the registration of your personal data.<sup>2</sup>

Further, you have the right to data portability. On your request, your personal data shall be provided in a structured, commonly used and machine-readable format.

D&D Law Firm can refuse your request in case of circumstances foreseen by law, for example when the registration is in the common interest, when the registration is needed for the protection of the rights and freedoms or when the registration is necessary to take a legal action.

The execution of these rights is free of charge and this can be requested by sending an email to [Dehaese@dehaese.be](mailto:Dehaese@dehaese.be) or by normal post to the address of D&D Law Firm. In this request you need to give proof of your identity and to supply the necessary information so that D&D Law Firm can fulfill its obligations.

In case a request is unfounded or excessive, D&D law Firm may refuse to respond to the request or charge the individual for the request.

### 6. Transmission, access to and publication of personal data

D&D Law Firm only transmits your personal data to third parties if this is necessary within the scope of the purpose of the data processing as outlined in Art 3 of this Privacy Statement

D&D law Firm concluded the required contracts which contain the required guarantees to fulfill the legal obligations with respect to the relation between both parties as respectively the data controller and the processor.

D&D Law Firm limits the access of its collaborators and personnel to your personal data to the extent necessary to achieve the goals outlined in Art 3 of this Privacy Statement.

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<sup>2</sup> These specific legally foreseen cases are described in Art 8 of the General Data Protection Declaration

## **7. Storage and storage period**

D&D Law Firm stores your personal data in the form of a paper file and/or digital file, under the responsibility of your lawyer who will take all measures to ensure the safety of these personal data.

D&D Law Firm stores your personal data not longer than 10 years from the finalization of its services, as foreseen in the contract with its client.

## **8. Transmission of personal data to third countries or international organisations**

D&D Law Firm does not transmit personal data to third countries or international organisations.

Your personal data can be stored and processed within the European Union in so far this is needed or compatible with the goals outlined in Art 3 of this Privacy Statement.

## **9. Beveiliging van de verwerking**

D&DA doet alle redelijke inspanningen om de door haar verzamelde persoonsgegevens te beveiligen. Om dit te realiseren, heeft D&DA fysieke, administratieve en technologische maatregelen geïmplementeerd. Deze maatregelen omvatten, maar zijn niet beperkt tot: een veiligheidsbeleid, risicoanalyses, medewerkers en personeel informeren en opleiden, back-ups, autorisatie-protocollen, inspecties en onderhoud,...

## **9. Security of processing**

D&D Law Firm takes any reasonable effort to ensure the security of the collected personal data. IN order to realize this, D&D Law Firm has implemented physical, administrative and technological measures. Deze measures included, but are not limited to: a safety policy, risk analysis, information and training of collaborators and personnel, back-ups, authorisation protocols , inspections and maintenance.

## **10. Use of cookies**

D&D Law Firm uses cookies to allow to track and store web visitor's activities. Cookies are strictly used to allow the visitor to explore the website and to offer certain functions. Another use of cookies is to guarantee the safe usage of the website. Cookies also help to optimize the consultation of the website for its users.

Web browsers offer the possibility to manage cookies and eventually switch them off. It is also possible to switch cookies off cookies which already were installed.

## **11. Supervising authority**

In case you are of the opinion that the procession of your personal data is in violation with the General Data Protection Regulation, you have the right to file a complaint with the Supervising Authority, namely in the member state where you reside, where you have your working place or where the pretended infringement took place.

## **12. Changes to the Privacy Statement**

D&D Law Firm is entitled to change this Privacy Statement by publishing a new version on its website ([www.dehaese.be](http://www.dehaese.be)). For this purpose, we advise to consult the web site regularly.