

PRIVACY POLICY

By using our services or visiting our website we obtain various personal data from you. Personal data is all information relating to an identified or identifiable natural person. We will only process your personal data in the capacity of a data controller within the meaning of the EU's General Data Protection Regulation (GDPR). When processing personal data, we work in accordance with the requirements for the processing of personal data as laid down in the GDPR.

This Privacy Statement explains what personal data we collect, for what purposes, with whom we share it, what your rights are and how we keep your personal data safe.

The purpose of processing your personal data

For providing our services

We provide legal advice and services. For this purpose, we process the following personal data:

- Name contact person
- (Business) telephone number
- (Business) email address
- Name organization (optional)
- Payment details
- Invoice details
- Any content of correspondence

We need this information because of our agreement with you and to maintain the relationships resulting from this agreement. We store this information for the duration of the agreement. Certain information will be retained for a longer period if we are obliged to do so (for example because of a legal tax retention period).

To contact us

We offer various ways to contact us. You can contact us by phone, but also via e-mail or our contact form. For this purpose, we process the following personal data:

- Name
- (Business) e-mail address
- (Business) telephone number
- Name organization (optional)
- Any information you enter yourself as the contact of a message

We use this information to properly handle your request to contact you and to carry out the agreement with you to this end. We store this information until we feel that you are satisfied with our response.

To process a job application

Have you responded to one of our vacancies or submitted an open application? If so, we will process your personal data in order to process your application.

For this purpose, we process the following personal data:

- Name

- Address details
- Telephone number
- Curriculum Vitae
- Motivation letter
- Salary indication
- References
- Any other information you enclose with your application

We need this information in preparation for the possible conclusion of an employment contract. If we do not hire you, we will store your application details for a maximum of six weeks after the position has been filled. This way, we can still approach you if, on second thought, the previous candidate turns out not to be suitable. If we are unable to offer you a job at this time, we may – with your permission – keep your application details for a further year. You can withdraw your consent at any time by sending us an email. If you come to work for us, we will save your application data in the personnel file.

Part of the application procedure is a social media and internet check. This is necessary to ensure that our image is maintained when hiring new staff. We do this on the basis of our legitimate interest. For this purpose, we search your name on Google and, if necessary, your profile(s) on social media. This of course, for as far as these profiles are public; we will not ask you to grant us access to a protected social media page or to make a connection with us. The results of this social media and internet check will be discussed with you. We do not reject people just because of screening results. If you object to this, you can indicate this by e-mail at the time of your application.

Sharing you personal data with third parties

We only share your data with third parties when this is allowed by the GDPR or other applicable legislation. It may happen that we provide your personal information to third parties, because:

- we have engaged them to process certain data;
- it is necessary to carry out the agreement with you;
- you give permission for this;
- we have a legitimate interest in this (e.g. if invoices are handed over to debt collection agencies);
- we are legally obliged to do so (e.g. if the police demand this in case of a suspicion of a crime).

Security

We take appropriate security measures to limit misuse of, and unauthorized access to, your personal data. For example, we ensure that only the necessary people have access to your personal data, that access to your personal data is secured and that our security measures are checked regularly. Amongst other things, we take the following security measures:

- logical access control on our laptops and systems, using passwords;
- organizational measures for access security;
- purpose-bound access restrictions and data storage within the EU.

Retention period

Data is not retained for longer than necessary for the purposes for which the data was collected, including compliance with statutory and tax obligations. Your data is deleted after the retention period

mandated for the service involved and after any limitation period has expired. This means that a file is retained for 20 years after the file is closed.

Your rights

You have to the following rights:

- **Right of access:** you have the right to see what kind of personal data we processed about you;
- **Right of rectification:** you have the right to rectify any personal data we have processed about you, if this information is (partially) wrong;
- **Right to revoke your consent,** when we process your data based on your consent;
- **Right to object:** you have the right to object against the processing of your personal data by us;
- **Right to be forgotten:** you can file a request with us to remove any personal data we have processed of you;
- **Right to data portability:** if technically possible, you have the right to ask us to transfer your processed personal data to a third party;
- **Right to restriction of processing:** you can file a request with us to (temporarily) restrict the processing of your personal data. This means that we will process less personal data from you.

If you wish to exercise any of these rights, we may ask you to identify yourself. For this purpose, we need some information about you, to make sure that you are the right person to whom the personal data belongs.

We will usually respond to your request within one month. This term can be extended with two months if the request is proven to be complex or tied to a specific right. You will be notified about a possible extension of this term within the first month.

If you wish to exercise any of your rights, have a question, a complaint or a request for further information about the handling of your personal information, please contact mr. Kyra Kleijwegt at contact@ingeniumlaw.com.