

## **PRIVACY STATEMENT LUMEN LAWYERS B.V.**

Lumen Lawyers B.V. (hereinafter: 'Lumen Lawyers') respects your personal data and will ensure that any personal information which is provided to us or which we obtain in some other way will be treated confidentially. Personal data refers to any information concerning a person. Information which also says something indirectly about someone constitutes personal data. What follows below implements the duty stipulated in the General Data Protection Regulation (hereinafter: the 'GDPR') to provide information to any data subject whose personal data is processed by Lumen Lawyers.

In this privacy statement we set out how Lumen Lawyers handles personal data.

### **Who is responsible for personal data?**

Lumen Lawyers processes personal data in order to be able to provide services, improve the provision of those services and communicate personally with you in your capacity as a data subject. As a data subject, you may decide to participate in this and to leave behind personal data for this purpose. You may also register to receive a newsletter or some other type of publicity from Lumen Lawyers. Lumen Lawyers is a data controller within the meaning of the GDPR. Lumen Lawyers has its registered office at Bargelaan 200, 2333 CW in Leiden. You may reach us at the email address, [info@lumenlawyers.nl](mailto:info@lumenlawyers.nl).

### **Why do we process personal data?**

Lumen Lawyers only processes personal data for one or more of the following purposes:

- to provide legal services, including the execution of agreements and conducting legal and other proceedings;
- to collect charges;
- for the provision of advice, mediation and referrals;
- to comply with our statutory and other legal obligations;
- for marketing and publicity activities;
- for recruitment and selection (job applications);
- to maintain contact;
- to improve our dissemination of information;
- to improve and secure our firm's facilities, such as our website [www.lumenlawyers.nl](http://www.lumenlawyers.nl);
- to record user statistics in relation to our website;
- for access control and business security;
- to file or pursue a legal claim or to present supporting arguments establishing its existence.

### **What personal data do we process?**

Lumen Lawyers processes the following types or categories of personal data:

- contact and other personal details which are required for the purposes of dealing with a case, including financial and payment data;
- any contact and other personal details entered into a contact or web form;
- any contact and other personal details which are supplied during visits to our office or in discussions or meetings, or which are mentioned on our business cards and so forth;
- any contact and other personal details provided for the purposes of a job application, employment contract and/or involvement in our recruitment activities;
- information about your visits and use of our website (our cookies may be found on our website at [www.lumenlawyers.nl/cookiestatement](http://www.lumenlawyers.nl/cookiestatement));
- information concerning your attendance of meetings, and your interests;
- any personal data which is available on public websites and business social media platforms (for example, LinkedIn);
- any personal data obtained from the commercial register of the Chamber of Commerce, the Land Registry or any other public source.

Lumen Lawyers processes the aforementioned personal data, because it is data that you have provided on your own initiative in your capacity as a data subject, has been obtained in the course of providing a service, has been disclosed to us by a third party, including a counterparty, or which has become known through a public source.

## What are the grounds for processing personal data?

Lumen Lawyers only processes the aforementioned personal data on the basis of one or more of the following grounds:

- consent received from the relevant data subject(s);
- the execution of an agreement or the run-up to the potential conclusion of one;
- a legal obligation;
- a legitimate interest;
- the apparent disclosure of the relevant data by the data subject(s) concerned;
- the relevant data has been obtained in accordance with the Data Protection (Police Files) Act [*Wet politieregisters*] or the Judicial Data and Criminal Records Act [*Wet justitiële en strafrechtelijke gegevens*];
- the processing is required in order to file or pursue a legal claim or to present supporting arguments establishing its existence.

## Sharing data with third parties

Lumen Lawyers only shares personal data with third parties in so far as this is required for the purposes of providing services subject to the aforementioned purposes of processing. In this respect one might consider the performance of an expert study or the engagement of another party on behalf of and at the behest of Lumen Lawyers (for example, an IT supplier). Personal data may also be shared with a counterparty for the purposes of legal or other proceedings, or correspondence.

Lumen Lawyers will enter into a data processing agreement with the party that processes personal data at its behest, with the result that that party will also have a duty to comply with the GDPR. Any party that provides services in the capacity of a data controller and Lumen Lawyers, are responsible for complying with the GDPR in relation to the processing (or further processing) of personal data. In this respect one might consider an accountant, notary or any other party that has been engaged for the purposes of an expert report.

In certain circumstances Lumen Lawyers has a duty under the law to provide personal data to another party, such as a regulatory authority or some other public authority.

Personal data will not be shared with any other party solely for the latter's commercial purposes.

## **Transfer of personal data outside the European Union**

In order to be able to provide our services, in certain cases it may be necessary to share personal data with a party in a country outside the European Union.

## **Security**

Lumen Lawyers attaches great importance to the security and protection of personal data and, having regard to the state of the art, adopts appropriate technical and organisational measures in order to secure a level of security which addresses the relevant risks. In the event that Lumen Lawyers avails itself of the services of another party, such as an IT supplier, it shall record appropriate security measures in a data processing agreement for the purposes of protecting personal data.

## **Retention periods**

Lumen Lawyers does not store personal data which is not being processed for longer than is required for the aforementioned data processing purposes and does not do so for longer than is required pursuant to the relevant legislation and regulations.

## **A data subject's rights**

A data subject has the following rights in relation to their personal data:

- the right to information;
- the right of inspection;
- the right of correction, supplementation or restriction;
- the right to be forgotten;
- the right to a restriction of any processed personal data;
- the right to data portability;
- the right to object to the processing of personal data;
- the right to revoke prior consent.

A data subject may send a request for inspection, correction, restriction, opposition, data portability, the erasure of personal data or the revocation of prior consent by email to [info@lumenlawyers.nl](mailto:info@lumenlawyers.nl). A response to this request will be given within four weeks.

In order to ensure that Lumen Lawyers is able to respond to such a request appropriately, it requests that the applicant presents a copy of their valid passport, driving licence or proof of identity with a blacked out passport photograph and citizen service number. Lumen Lawyers will only consider a request which concerns the applicant's personal data.

Circumstances may occur on the grounds of which Lumen Lawyers may not be able to accede to a data subject's request (or not completely). In this respect one might consider a lawyer's duty of non-disclosure or any legally stipulated retention periods.

If you are of the opinion that Lumen Lawyers is not treating your personal data appropriately, we kindly ask you to contact us.

### **Amendment of privacy statement**

Lumen Lawyers reserves the right to amend this privacy statement unilaterally. Should our privacy policy change drastically, a clear notice will be placed on our website. For this reason, please consult our website regularly. The most up-to-date version of our privacy statement is available on our website, [www.lumenlawyers.nl](http://www.lumenlawyers.nl).

### **CONTACT DETAILS**

If you have any questions or comments concerning the processing of personal data and this privacy statement, please contact:

Lumen Lawyers B.V.  
Bargelaan 200  
2333 CW Leiden  
[info@lumenlawyers.nl](mailto:info@lumenlawyers.nl)