

Privacy Policy

With this Privacy Policy SarisLaw wants to inform any visitor of www.sarislaw.com which personal data are being processed and why. This Privacy Policy is dated 1 October 2021 and will be updated from time to time to reflect any changing regulatory requirements, or new functionalities that we might add. Any such changes to the Privacy Policy will be posted on its website and will be effective upon posting. See our Cookie Policy for more information about the usage of cookies.

SarisLaw is responsible for the collection and processing of your personal data. SarisLaw is sole proprietor established in the Netherlands registered in the trade register of the Dutch Chamber of Commerce under 84004657 whose office is located at 2564 ET The Hague, Sinaasappelstraat 140.

Contact details

SarisLaw

Sinaasappelstraat 140

2564 ET Den Haag

F: 070 - 221 21 96

E: info@sarislaw.com

Mrs. C.M. Saris is Saris Law's data protection officer of SarisLaw. Christien can be contacted by email on christien.saris@sarislaw.com.

Introduction

The privacy policy applies to the processing of personal data of:

- clients;
- suppliers;
- visitors;
- recruitment candidates;
- parties to proceedings and their counsel.

The personal data we collect and process

The personal data that we collect and process from you may include the following information (any such data hereinafter referred to as 'personal data'):

- **Identity data:** name, surname, date of birth, passport number, etc.

- **Contact data:** billing address, email address, phone number.
- **Professional information:** your employer, your title or position, your professional history, your preferred language, your relationship to a person.
- **Financial data:** bank account details.
- **Usage data:** such as Information that we derive from your visits to our website www.sarislaw.com, your IP address, the pages you visit, the browser you are using, the website you have previously visited, demographic information, and the time and duration of your visit.
- **HR data:** information that you provided to us when applying for a job at SarisLaw in order to assess your profile and skills.

How we collect your personal data

- Your personal data might be collected *directly* from you when you provide us your personal data.
- Your personal data may be collected by using publicly available resources, including: E.g.: public register of companies, public register of individuals, etc.
- Your personal data may be collected from third parties. E.g.: When another party sends us your personal data; when we interact with government or other public authorities; when we receive documents of the parties to proceedings and their counsel.

How do we use your personal data?

SarisLaw might process your personal data in the following circumstances:

- To performance of a contract: when the processing is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract.
- To comply with a legal obligation.
- For its legitimate interest: when necessary for the interest of SarisLaw or a third party and your fundamental rights are not overridden by such interests. These legitimate interests include organising our internal operations, handling our matters, ensuring proper administration, ensuring appropriate security, and the like.
- Consent: where you have provided your consent or explicit consent to the processing of the personal data.

For which purposes do we process your personal data?

Your personal data will be processed for the following purposes:

- To provide legal advice or other services to our (potential) clients and to manage our business relationships with you or your organisation (including for billing, accounting, auditing, collection, payments, and other support services).
- To handle our matters and to get in touch with parties to proceedings and their counsel.
- To act in compliance with our legal and regulatory obligations, including with respect to Know Your Customer, anti-money laundering and sanction checks.
- To manage and secure access to our website www.sarislaw.com, applications, systems and online platforms.
- To inform you about job vacancies and opportunities at SarisLaw that we consider suitable for you.

Additionally, we may process your personal data for the following purposes:

- Communicating with you with respect to legal developments, events, products or services provided by SarisLaw and that are relevant to you.
- In addition, if you consent by clicking on our website's cookie notice, we automatically process personal data for technical and functional management of our website and to ensure it is easy to use. More information about cookies can be found in our cookie policy.

We will store your data no longer than necessary as defined by the purposes for which the data is stored. Personal data processed within the context of a recruitment process are kept for six years.

Exchange of your personal data

Any personal data we collect from you, may also be transferred to third parties (including (sub)contractors, other counsels, legal directories, and third parties involved in your matter), both based inside and outside the European Union, in order to execute a processing agreement, based upon your consent or because required by applicable law and regulations.

For data processed outside the European Union or European Economic Area, SarisLaw applies the standard contractual clauses defined by the European Commission.

Security

SarisLaw secures your personal data through various technical and organisational measures.

Your rights

Subject to the terms and conditions provided for by the applicable law, you may contact SarisLaw to exercise the following rights:

- You have a right to be informed about how we process your personal data.

- You have a right to access your personal data. You have a right to receive confirmation as to whether or not your personal data is processed, and where that is the case, you can access your personal data.
- You always have the right to have your personal data corrected. This allows you to rectify or correct, inaccurate or incorrect personal data SarisLaw processes.
- You have the right to have your personal data erased. This allows you to permanently delete personal data which SarisLaw processes. SarisLaw is not always obliged to delete your personal data at your request. This right only applies in the situations and to the extent provided for by law.
- You have the right to restrict the processing of personal data related to you. This allows you to freeze the use of your personal data by SarisLaw, without deleting it. SarisLaw is not always obliged to limit your personal data at your request – this right only applies in the situations and to the extent provided for by law.
- You always have the right to withdraw your consent whenever the processing of your personal data takes place on the basis of your consent.
- You have the right to data portability. This allows you to easily move, copy or transfer your personal data from one controller to another. This right may only be exercised whenever the processing takes place on the basis of an agreement with you.

Questions?

Should you have any questions or complaints about this Privacy Policy or if you wish to exercise any of your rights in respect of your personal data processed by SarisLaw, please send your request by email to info@sarislaw.com.

If you believe that your rights as a data subject have been infringed, please be aware that you have the right to lodge a complaint with the relevant supervisory authority, the Autoriteit Persoonsgegevens.