

Protection of privacy

PRIVACY STATEMENT

Your privacy is extremely important to us. We wish to give our (potential) clients, suppliers, partners and adverse parties as much information as possible, but also respect their privacy and give them the opportunity to control what is going on with their data. Below, you will find our policy regarding the collection, storage, use, communication and disclosure of personal data.

Adius Lawyers wish to emphasize that they are always striving to act in accordance with the Regulation (EU) of 2016 on the protection of natural persons regarding the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EG (hereinafter “GDPR”).

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1. SCOPE OF THIS REGULATION

This privacy statement (hereinafter the “Privacy statement”) applies to any visit to and use of the website (www.adius.be) as well as to all relationships (and the data exchange which may be involved) between Adius Lawyers (and any lawyer linked to the office Adius Lawyers) and its (potential) clients, suppliers, partners and/or adverse parties.

2. IDENTITY OF THE CONTROLLER

The controller of your personal data is the BV ADIUS ADVOCATEN (Adius Lawyers) enterprise no. 0454.403.626, in B-9840 DE PINTE, Hemelrijkstraat 1.

The controller determines the purpose and the means (the ‘what’, the ‘how’ and the ‘why’) of the processing of personal data.

Adius Lawyers can be contacted by regular post, by phone 00 32 9 280.70.70 and by e-mail info@adius.be.

Particularly regarding the privacy statement, also the following person can be contacted in addition to these contact data:

3. WHICH PERSONAL DATA ARE PROCESSED AND WHY?

Personal data are all data by which a person can be identified. This includes, among other things, however not exclusive, data such as the name, the address, the user name, the company name, the e-mail address and the phone number, but also other information such as the IP-address, information about the company's sector, and so on.

Which data we are collecting depends on the context of your interaction, the manner of contact and the information you have provided.

We can process the following personal data:

- Data that you have communicated when contacting our office (for instance by phone, e-mail, post, fax, exchange of business cards, office visits) or that are obtained through other channels such as for instance a public source.

a. Identification – and contact data

- Surname
- Christian name
- E-mail address
- Phone number (landline/mobile)
- Fax number
- Private address
- Company address
- Function and capacity
- Company name
- Company number

b. Financial data

- Bank account number

c. Family data

d. Personal characteristics such as sex, age, date of birth, nationality, ...

e. Criminal and judicial data

4. PURPOSE AND LEGAL GROUNDS

These data are collected in view of providing a correct and qualitative service and the correct implementation of our assignment/contract, but also regarding the management of prospects, clients and suppliers, general and financial administration. This information can also be used for marketing purposes.

The legal grounds for processing these personal data can be the following:

- The implementation of a contract: the provision of these personal data is a requirement necessary to enter into a contract with Adius Lawyers and possibly cooperate. The processing of the data is necessary for the implementation of the contracts concluded with us.
- Compliance of legal and ethical obligations: as law firm we must comply with various legal obligations. We are also obliged to keep specified personal data. This is, among other things the case in the framework of the law of 18 September 2017 on the prevention of money laundering, the financing of terrorism and the restriction to use cash.
- Our legitimate interest is to be able to provide a correct service, such as promoting/defending our client's interests.

When the personal data are also used for marketing purposes, the legal ground is either the legitimate interest of Adius Lawyers to advertise, aimed at existing clients for similar services, or the consent to receive marketing information you have given us. Moreover, you can always subscribe.

When it would come to a processing of sensitive data, the legal ground is the necessity for the establishment, exercise or defence of a legal claim in the sense of article 9,2, f) AVG.

- Data that are communicated for an application
 - a. Academic curriculum
 - b. Professional experience
 - c. Publications
 - d. Membership of/participation in professional organisations
 - e. Professional qualification

To be able to process your application you should provide the above data. Not providing these data will lead to the not dealing with your application by Adius Lawyers.

The legal ground for processing these personal data is the legitimate interest of Adius Lawyers to check the capacities and personal characteristics of the person concerned in line with the vacancy.

When it comes to special categories of personal data (such as nationality, health data, criminal data, national registry number, data about your sex life, political views, union membership, ...) the legal ground for the processing is your consent to process these data.

5. PURPOSES OF THE PROCESSING

We will process these personal data for the following purposes:

- Correct and qualitative service and optimisation
- Communication with the data subject
- Prospects-, clients - and suppliers management (drawing up of (potential) clients-, partner- and suppliers lists)
- General and financial administration (accounting)
- Marketing purposes, among which direct marketing Applications

In the case that Adius Lawyers uses your personal data for the purposes of direct marketing, you will always be entitled to oppose to it by means of a simple request (option to 'unsubscribe').

The legal ground of the processing, as per objective, can be:

- your free consent for the processing
- the preparation or the implementation of a contract
- the compliance of legal or ethical obligations
- the overriding legitimate interest
- the necessity for the institution, the exercise or defence of a legal claim.

When we have an overriding legitimate interest, it is our purpose to find a balance between that interest and the respect for your privacy.

When the legal basis of the processing is based upon your free consent, you will always have the right to withdraw this consent at any time. This can be done by a simple request addressed to Adius Lawyers by means of the contact data mentioned in your present Privacy statement under the section 'Identity of the controller'.

We only collect and use your personal data to realize these purposes, unless we get your unambiguous and free consent to use your personal data for other purposes or unless the processing is necessary to comply with an obligation imposed by a regulation, a law, a decree, a decision or an ethical obligation.

6. RETENTION PERIOD

Unless a longer retention period is required or justified (i) by the compliance of a prescribed period or time limit provided by law (ii), your data will no longer be stored then necessary for the purposes for which the data are collected, as described in this Privacy statement under 'Purposes of the processing'.

7. CATEGORIES OF RECIPIENTS PERSONAL DATA

The processed personal data will, only and solely and in accordance with this Privacy statement, be communicated to the following recipients:

- Co-operators and employees of the controller
- The data subject himself
- Processors to whom is appealed to in view of a specific assignment (such as IT-service providers and accountant)
- Other third parties (such as adverse parties, court, experts ...) in so far necessary for the implementation of the assignment.

These processors will only operate by order of Adius Lawyers. Adius Lawyers can give the following guarantees concerning the data processing by these processors:

- Adius Lawyers has made clear arrangements in the contracts with this third party regarding the quality of the data processing in accordance with the obligations imposed by the relevant privacy legislation;
- A third party can only use the data for purposes as stipulated by Adius Lawyers and in accordance with this Privacy statement;

Without prejudice to the foregoing, it could be that Adius Lawyers must disclose your personal data:

- To the competent authorities (i) when Adius Lawyers is obliged hereto by law or in the context of court proceedings and (ii) with a view to safeguarding and in defence of our rights
- In the case Adius Lawyers or nearly all its assets are taken over by a third party, your personal data will be one of the transferred assets.

8. FUNDAMENTAL RIGHTS OF THE DATA SUBJECT

As a data subject you have certain rights we shall respect. If you wish to exercise one of these rights, please contact us through the contact data stipulated in this Privacy statement under ‘Identity of the controller’.

Your rights will be the following:

- the right of access, at the utmost one month upon receipt of the request: you will be entitled to take cognizance of your data at our disposal to check for which purposes we are using these data
- the right of adaptation or rectification of wrong data: you can ask to have the wrong data corrected or to have incomplete data completed
- the right to object when you disagree with the way we are processing your personal data
- the right to data portability: you have the right to receive your personal data in a structured, commonly used and machine-readable form and to transfer these to a third party.
- the right to erasure: under certain conditions you have the right to have personal data erased. This request can be refused.
- the right to restrict the processing

You can basically exercise these rights for free. You must send us a request together with a copy of your identity card to prevent any unauthorised disclosure of your personal data.

Where your request is manifestly unfounded or excessive, we may charge a reasonable fee based on administrative costs related to your request or refuse to act upon your request. Moreover, you can only exercise these rights once every six months.

In any case we will always inform you within a one month’s term whether your request is granted or not.

9. SECURITY

All information will be stored in a secured environment. This information is not accessible to the public. Within the organisation of Adius Lawyers, only the authorised persons will have access to your personal data and only if these data are relevant to accomplish their specific task.

10. TRANSFER TO THIRD COUNTRIES

In theory, Adius Lawyers will not transfer your personal data to entities established outside the European Economic Area (EEA).

In the event of a transfer of personal data outside the European Economic Area (EEA) to a recipient with his place of residence or registered office in a country that does not come under the adequacy

decision, issued by the European Commission, then this transfer will be ruled by stipulations of a transfer agreement which will contain either (i) the standard contractual clauses as determined in the (Decision 2010/87/EC) of 5 February 2010, or (ii) based upon any other mechanism on the basis of the privacy legislation or any other regulatory function regarding the processing of personal data by which suitable safeguards are offered.

11. CHILDREN

We kindly request persons under the age of 16 not to communicate any personal data to Adius Lawyers unless they have their parents' or guardians' consent. Should we find out that we have saved personal data of a person under the age of 16, we will delete these data as soon as possible.

12. COMPLAINTS

If you disagree on how Adius Lawyers collects, uses and/or processes your personal data, you can always contact us.

In addition, you will have the opportunity to lodge a complaint with the supervisory authority to be contacted as follows:

Data protection authority:

Drukpersstraat 35 in B-1000 BRUSSELS

Phone: +32 (0)2 274 48 00

Fax: +32 (0)2 274 48 35

E-mail: commission@privacycommission.be

13. REMAIN INFORMED ABOUT ADAPTATIONS

Adius Lawyers can change this Privacy statement for instance in response to market evolutions and new processing activities. Please always consult the latest version of this policy on our website www.adius.be. We will inform you beforehand via our websites or other communication channels of any substantive amendment and we will ask your previous consent for our (new) processing activities, if required by law.
