



## [PRIVACY STATEMENT Levenbach Lawyers \(Levenbach\)](#)

The Public Partnership Levenbach Lawyers, registered at the Oranje Nassaulaan 17, 1075 AH Amsterdam is responsible for processing personal data as set out in this privacy statement.

### **Contact details:**

Levenbach Lawyers  
T: +31 20 6646511  
I: [www.levenbach.nl](http://www.levenbach.nl)  
E: [info@levenbach.nl](mailto:info@levenbach.nl)

### **Scope**

This privacy statement applies to all persons whose personal data is processed by Levenbach, with exception of the Levenbach Employees.

This privacy statement applies to:

- (potential) clients;
- visitors at the website [www.levenbach.nl](http://www.levenbach.nl);
- recipients of newsletters and emails from Levenbach;

### **Personal data that we process**

Levenbach processes your personal data by using our services and also when you have provided the information to us in another way.

Below an overview of the personal data that we process:

- First and last name;
- Address;
- Phone number;
- E-mail address;
- Bank account number;
- other data obtained through our website;
- IP number;
- your surfing behavior on our website;
- other data obtained through social media such as linkedin, facebook, whatsapp, Chamber of Commerce, Cadastral Agency and third-party websites.

### **Special and / or sensitive personal data we process**

Our website and / or services do not have the intention to collect data about website visitors that are younger than 16 years, unless they have permission from their parents or guardian. However, we can not check if a visitor is older than 16. We encourage parents to be involved in the online activities of their children, in order to prevent data about the children being collected without parental consent. If you are convinced that we have collected personal information about a minor without this permission, please contact us via [info@levenbach.nl](mailto:info@levenbach.nl), then we will delete this information.



## **For what purpose and on which basis we process personal data**

Levenbach processes your personal data for the following purposes:

- The execution of an assignment agreement with regards to legal services by the lawyers or Levenbach;
- Compliance with legal obligations; for example the WWFT
- Processing your payment;
- Sending our newsletter and / or other announcements;
- To contact you by phone or e-mail when necessary to carry out our services;
- To inform you about changes of our services or extension thereof;
- to offer you the possibility to create an account;
- To deliver goods and services to you;
- Performing marketing campaigns;
- Improving and securing our website [www.levenbach.nl](http://www.levenbach.nl)
- keeping track of the views on our website and making statistics;

## **Basics for processing personal data**

We process your personal data on the basis of your permission, legal obligation and legitimate interest; as far as legitimate interest is concerned, if we do not make an unreasonable violation of your privacy.

## **Automated decisions**

Levenbach does not make decisions based on automated processing on matters that can have (significant) consequences for people. These are decisions that are taken by computer programs or systems, without involving a person (such as a Levenbach employee). Levenbach uses the following computer programs or systems:

- NAW data in Legal Sense, Twinfield for CRM and accounting and time registration,
- NAW data in Microsoft Office files.

## **How we protect personal data**

Levenbach takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your information is not properly secured or there are indications of abuse, please contact [info@levenbach.nl](mailto:info@levenbach.nl).

Levenbach takes your privacy seriously and takes both physical and technical precautions to protect your privacy.

Levenbach has taken the following security measures:

- Access and general security to networks and network services
- Password policy
- Physical access security servers
- Anti-virus and anti-spam protection
- Back- up data
- Limitations for installing software



## How long we keep personal data

Levenbach does not store your personal data longer than is strictly necessary to achieve the purposes for which your data is collected. We use a storage period of 7 years because we are legally obliged to do so.

## Sharing personal data with third parties

Levenbach only transfers personal data to third parties if this is necessary for the execution of our agreement with you or to comply with a legal obligation. Your personal data will not be shared with third parties for commercial purposes except for the situation that we organize an event or conference, for which the sharing of personal data is necessary.

## Transfer outside European Economic Area (EEA)

If it is necessary for the processing of your file or the assignment you have given us, it may be necessary to pass on your personal data to parties established outside the EEA. If we do this, we will check in accordance with the AVG whether there is an appropriate level of protection of the personal data or whether there is a specific exception.

## Other processors

We also use other parties that process your personal data for the processing of your personal data. We have concluded a processing agreement with these parties in accordance with the requirements of the AVG.

We work with ICT service providers for our IT systems and an accounting office for invoicing and tax returns.

## Cookies, or similar techniques, that we use

Levenbach uses cookies or similar techniques.

## View, modify or delete data

You have the right to view, correct or delete your personal data.

In addition, you have the right to withdraw your consent to the data processing or to object to the processing of your personal data by Levenbach and you have the right to data portability.

This means that you can submit a request to us to send the personal data that we have in a computer file to you or to another organization mentioned by you. You can send a request for access, correction, deletion, data transfer of your personal data or make a request for cancellation of your consent or make an objection to the process of your personal data to [info@levenbach.nl](mailto:info@levenbach.nl).

To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. You can cover your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN) with black marker on this copy. This is to protect your privacy.

We will respond at your request as quick as possible, within four weeks.

Levenbach would also like to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>



### **Hard copy**

This privacy statement can be downloaded from our website as a PDF file. If you wish to receive a hard copy, you can submit a request to [info@levenbach.nl](mailto:info@levenbach.nl).

### **Future changes**

As a result of (legal) changes or other changes, it may be that we request other information from you or that we process your personal data in a different way. In that case, we will amend this Privacy Statement and notify you via our website.

Amsterdam, May 2018