

Privacy and Cookie Statement

Last updated 1 March 2022

Lubbers
Boer
Douma

Introduction

This is the privacy statement of Lubbers, Boer & Douma B.V. ("LBD"), based at Tournooiveld 2, 2511 CX in The Hague. In this privacy statement we explain how we use personal data when you apply for a job, when we provide legal services, when we store contact data in our CRM system, when you visit our website or when you provide goods or services to us.

Personal data that we process

We may process the following personal data:

- Personal or identity data, such as first and last name, middle names, initials and titles, date of birth and place of birth, passport number and gender, e-mail address, postal or visiting address, and telephone numbers.
- Professional data, such as company names, functions, language preference, practice area or professional relationships.
- Financial data, such as the taxpayer identification number and tax residence, bank accounts or financial statements.
- Data that we derive from your visit to www.lubbersboerdouma.com and other online platforms, including social media, such as your IP-address.
- Personal data provided to us by you when you apply for a job.

Purpose of data collection

We collect your data for the following purposes:

- To provide legal or other services to you.
- To comply with legal or regulatory obligations.
- To manage access to our website.
- To handle your job application.
- For marketing or business development activities.

We will store your data only as long as it is necessary for the purpose for which it was collected or to comply with legal obligations.

Basis of data collection

We may process your personal data on the following legal basis:

- In the performance of a contract we have with you.
- If this is required in compliance with a legal obligation
- A legitimate interest of LBD, as long as this does not interfere with your fundamental rights.
- If you have given consent or explicitly agreed to us processing your data.

Third parties

In some cases we may share your personal data with third parties. This may include, but is not limited to, parties relevant to the legal services that we provide, such as counterparties, local counsel, courts, regulatory authorities and governmental institutions, or suppliers in connection with the processing of your personal data for the purposes described in this Privacy Policy, such as IT providers, communication service providers or other suppliers to whom we outsource certain support services. We will only transfer your personal data to these third parties for the purposes and on the legal grounds stated in this Privacy Policy.

Third parties to whom we transfer your personal data are themselves responsible for compliance with privacy legislation. We are not liable for the processing of your personal data by these third parties. To the extent that a third party processes your personal data as a data processor we will conclude a standard processor agreement with such party that meets the legal requirements.

Security

We secure your data via several organizational and technical measures, such as firewalls and data processing agreements with third parties.

Your 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 that we process.

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- You have the right to have your personal data erased. This allows you to permanently delete personal data which we process. We are 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 us, without deleting it. We are 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.

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 *Autoriteit Persoonsgegevens*.

Cookie Policy

LBD only uses functional and analytical cookies that do not breach your privacy. We do not use tracking cookies. Cookies are small text files that are placed on your computer or mobile device when visiting one of our websites and which will store certain user information. Cookies are composed of unique codes that will help to recognize you when visiting our website again and will enhance your user experience.

You can enable or disable functional or analytical cookies at any time by amending the cookie settings of your browser. How to do this can be found in the help-function of your browser. In your browser you can view and delete the current cookies on your computer or mobile device and choose not to accept them in the future.

Contact

In case of any questions or complaints regarding this Privacy Policy, our Cookie Policy or if you wish to exercise your rights in respect of your personal data, you can contact us at info@lubbersboerdouma.com or via post to our address mentioned above.