

LONDONCK & KOS

Privacy policy Londonck & Kos

General information

Londonck & Kos Coöperatief U.A. (“**Londonck & Kos**”) respects your privacy and ensures that the personal information provided to us or otherwise obtained is treated confidentially. The term ‘personal data’ refers to all information about a person. Data providing indirect information about a person are considered personal data as well. This statement implements the obligations laid down in the GDPR towards the data subjects whose personal data Londonck & Kos processes.

Londonck & Kos processes personal data in order to provide services, improve service delivery and to personally communicate with you as a data subject. For the evaluation of our service, Londonck & Kos may engage a third party. Whether you want to participate in this by providing personal data for this purpose, is up to your decision as a data subject. You can also sign up to receive certain forms of communication from Londonck & Kos.

Purpose of processing personal data

Londonck & Kos processes personal data exclusively for the following purposes:

- to provide legal services;
- to collect invoices;
- to comply with our legal and regulatory obligations
- for marketing and communication activities; and
- for recruitment and selection.

Which personal data is processed?

Personal data means any information relating to an identified or identifiable natural person. Personal data that we process may include:

- basic information such as your first and last name, middle name and title;
- contact details such as your email address, postal address and telephone number;
- data regarding your visit to our website;
- personal data that you provide to us for the purpose of attending events or meetings organized by us;
- any other personal data relating to you which you may provide to us for the purpose of a job application, such as your full name, date of birth, address, telephone number, nationality, marital status and all other personal data set out in your application; and
- all other personal data relating to you that you provide to us or that we can obtain in connection with the purposes and on the basis of the grounds set out below.

Londonck & Kos processes the above personal data because they have been provided by you as a data subject on your own initiative, or because they have been obtained by us in the context of the

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provision of our service. We may also collect your personal data from other sources, such as local counsel, counterparties, or public sources.

Londonck & Kos processes the above-mentioned personal data only on the basis of the legal grounds set out below, as intended in Article 6 of the GDPR:

- compliance of a legal obligation;
- performance of a contract;
- your consent; or
- legitimate interest.

Personal data may be requested or obtained or provided by email, telephone, letter or orally.

Sharing of personal data with third parties

Londonck & Kos only shares your personal data with third parties to the extent necessary for the provision of services, in accordance with the aforementioned purposes. This may include observing the practice by another lawyer, conducting external expertise research or engaging another third party at the request of Londonck & Kos. In addition, it may be necessary to share your personal data in connection with (judicial) proceedings or correspondence with a counterparty.

If there is a legal obligation to do so, Londonck & Kos may also provide personal data to certain third parties, such as supervisors or other authorities with public authority.

Third parties engaged by Londonck & Kos who offer services as data processors are themselves responsible for compliance with the GDPR in the further processing of your personal data. Londonck & Kos is not responsible or liable for the processing of your personal data by such third parties.

A processor agreement which meets the requirements set out in the GDPR will be concluded with every third party that processes your personal data on behalf of and at the request of Londonck & Kos, such as IT suppliers, providers of communication services or other suppliers to whom we outsource certain supporting services.

Security of personal data

Londonck & Kos attaches great importance to the security and protection of your personal data and, taking into account the state of the art, provides appropriate technical and organizational measures to ensure a security level that is appropriate to the risk.

In the event that Londonck & Kos uses the services of third parties, such as IT suppliers and providers of communication services, Londonck & Kos will include provisions on adequate security measures in a processor agreement, for purposes of the protection of personal data.

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Retention period of personal data

Londonck & Kos will not store your personal data any longer than is necessary to achieve the purposes stated in this privacy policy or to comply with the relevant laws and regulations.

Your rights as data subject

A request for inspection, correction, restriction, objection, data transferability, deletion of your personal data or withdrawal of previously given permission can be addressed to: Martine Kos, via martine@londonck-kos.com. You will receive a message from us within four weeks of receiving your request.

Under certain circumstances, Londonck & Kos cannot or cannot fully implement your request as a data subject. For example, we may not be able to share data related to lawyers' confidentiality or professional privilege, or statutory retention periods may apply.

Amendments to this privacy policy

Londonck & Kos has the right to change the content of this privacy policy at any time without prior notice. Amendments to the privacy policy are published on the law firm's website. Therefore, it is advisable to regularly consult our website: <https://www.londonck-kos.com>.

Questions and feedback

If you have any questions or comments about the processing of your personal data and this privacy policy, please contact Martine Kos at martine@londonck-kos.com.

This privacy policy was adopted on December 31, 2022.