

## Privacy Statement Doull

### General

Doull legal and mediation firm, hereinafter Doull, respects your personal data and ensures that personal information provided or otherwise obtained is treated confidentially. Personal data is all information about a person. Data that indirectly says something about someone is also personal data. This statement is our commitment to the fulfillment of obligations laid down in the AVG to the person(s) whose personal data Doull processes.

This Privacy Statement is for all persons of whom and all companies and/or institutions of which Doull processes personal data, with the exception of persons working at Doull. This includes clients, potential clients with whom Doull has had contact and all other persons who contact Doull or whose personal data Doull processes.

### Controller

Doull is a controller, registered at Olympisch Stadion 24, 1076 HD Amsterdam, the Netherlands contactable by email [info@doull.nl](mailto:info@doull.nl) and by telephone on +31 (0) 621 243 953.

### Processors

Doull uses other service providers (processors) to process the personal data that you provide. These processors process the personal data exclusively on behalf of Doull. These include providers of ICT support, book keeping and accountancy services. Doull has entered into a processing agreement with each of these processors that is in line with the AVG.

### Purpose of processing personal data

The following personal data are processed solely for the following purposes:

- Providing (legal) services by a lawyer or mediator, including the performance of an assignment agreement
- Conducting (legal) procedures
- Invoicing and the collection of invoices
- Consultancy, mediation and referral
- Compliance with legal and regulatory obligations such as the WWFT (the Law for the Prevention of Money Laundering and Financing of Terrorism), tax legislation and the rules of the Dutch Law Society
- Maintenance of client records
- Contact with clients
- Improvement of services, marketing and communication activities

### Which personal data are processed?

Doull processes the following (types or categories of) personal data for the purpose of providing services or which have been provided by the person concerned at your own initiative:

- Contact details and all other personal data required for the provision of legal services by Doull, including performance of the assignment agreement by Doull;
- Contact details and other personal data entered via the contact form on the website, during (introductory) interviews and personal data on exchanged business cards.

The aforementioned personal data is processed by Doull because it has been provided by you as a data subject on your own initiative, has been obtained within the framework of the services, has been made known to us by third parties, including counterparties, or has become known through public sources.

Doull also processes (types or categories of) personal data obtained from public sources such as social media platforms, the Trade Register of the Chamber of Commerce, the Land Registry and on public websites.

### Basis for processing personal data

Doull processes the aforementioned personal data solely on the basis of the following grounds referred to in Article 6 of the AVG (the Dutch General Data Protection Regulations):

- Legal obligation  
The Law for the Prevention of Money Laundering and Financing of Terrorism (Wwft) obliges lawyers in certain situations to collect, record and save certain information. This includes a copy of a person's identity documents/passport;
- Performance of an agreement or entering into one  
If you give Doull oral or written instructions to provide legal services or services for the purpose of mediation, Doull processes personal data (including those of the other party or other persons involved), if and in so far as this is necessary to provide the services.
- Permission from the person(s) involved  
If Doull has requested your permission to process personal data and you have granted such permission. This could, for example, be clear from an email in which you contact Doull with information.
- Legitimate interest

Doull also processes personal data if there is a legitimate interest for it to do so and no disproportionate breach of your privacy takes place.

#### Sharing of personal data with third parties

There are situations in which it is necessary to share your personal data with third parties in the context of the assignment. For example, with another lawyer or mediator, during a court procedure or when corresponding with a counterparty or concluding an agreement which involves other parties (including lawyers, mediators, judges, or the UWV (Office of Employment)). There may also be a legal obligation on the basis of which your personal data must be provided to a third party.

Doull does not share personal data if this is not necessary for the performance of the assignment or insofar as there is no legal obligation to do so.

Third parties engaged by Doull, who offer services as a Controller, are responsible for compliance with the AVG for any (further) processing of your personal data.

#### Transfer to outside the EEA

It may be necessary to pass on your personal data to persons located outside the European Economic Area (EEA) when performing the assignment. Under the AVG, personal data may only be passed on to parties outside the EEA if an appropriate level of protection is guaranteed for the personal data or if a specific deviation applies.

#### Reporting data leaks

If there is or it is possible that there has been a data leak Doull will act in line with the AVG and the laws and regulations based on it (and with due observance of the professional secrecy of lawyers) and will do everything to reverse the consequences of this infringement or to limit those consequences.

#### Security of personal data

Doull attaches great importance to the security and protection of your personal data and, taking into account the state of the art, ensures appropriate technical and organisational measures to ensure security at a level appropriate to the risk.

#### Storage period for personal data

Doull does not store personal data that has been processed for any longer than is necessary for the aforementioned purposes of data processing or than is required by law and regulation.

#### Privacy rights of data subjects

A request for access, correction, restriction, opposition, transferability of data, deletion of your personal data or withdrawal of previously given permission can be sent using the contact details below. You will receive a response from Doull within 4 weeks of receipt of your request.

There may be circumstances in which Doull cannot, or not fully, implement your request as a data subject. This may for example because of the lawyers' duty of confidentiality or statutory retention periods.

Any request regarding your data, as referred to above, can be directed to: Doull, Olympic Stadium 24, 1076 HD, Amsterdam, The Netherlands or [info@doull.nl](mailto:info@doull.nl) and also by telephone on +31 (0)6-21243953.

In order to make sure that Doull responds to any request by communicating with the correct person about the correct details, you are requested to provide a copy of a valid passport, driving license or identity card with a protected photo and BSN number for verification purposes. Doull only handles requests that relate to your own personal data.

The Doull website contains buttons and hyperlinks to promote or share web pages on social (media) networks or third-party websites such as LinkedIn or Facebook. Doull does not supervise and is not responsible for the processing of your personal data by and through such third parties. The use of these media is therefore at your own risk. Before you make use of these services from third parties, it is advisable to first read their own privacy statements.

#### Amendments to this privacy statement

Doull has the right to change the contents of this privacy statement at any time without prior notice. Amendments to the privacy statement will be published on the Doull website. Please consult the website regularly [www.doull.nl](http://www.doull.nl).

#### Complaints

If you have a complaint about the handling of your personal data, you can send an email to [info@doull.nl](mailto:info@doull.nl) or call +31 (0) 621243953. Doull hopes that it will be possible to work together in finding a solution. If we are unable to resolve your complaint you can contact the Dutch Data Protection Authority via their website: [www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl).

#### Questions & Contact

If you have any questions or comments about the processing of your personal data and this privacy statement, please contact [info@doull.nl](mailto:info@doull.nl)

This privacy statement was adopted on 25 May 2018.

