

Privacy policy Workx advocaten

Workx advocaten ('Workx') respects your privacy and personal data and ensures that the personal data provided to us or otherwise obtained by us is treated confidentially and carefully. Personal data is any information relating to an identified or identifiable natural person. In this privacy policy we explain how Workx implements the rules and obligations described in the European General Data Protection Regulation (hereinafter referred to as "GDPR").

Why does Workx process personal data?

Workx processes personal data in order to be able to offer services and to be able to communicate personally with you. You can also register to our newsletter or other communications from Workx.

For what purpose does Workx process personal data?

Workx processes personal data exclusively for the purposes set out below:

- to provide our legal service, including the performance of a contract and in respect to conduct (legal) proceedings;
- collecting invoices;
- advice, mediate and referral;
- compliance with legal obligations;
- for marketing and business development activities;
- recruitment (job application).

What personal data does Workx collect?

Workx processes the following types or categories of personal data in order to be able to provide its services. Most of these are provided by the data subject on his or her own initiative.

Name, address, place of residence, date of birth, telephone number, BSN number, bank account number, resume, diplomas, salary slips, assessments and other documents from the personnel file, copy of ID certificate, civil status, e-mail address, nationality, training information.

Workx processes your personal details because you, as the data subject, have provided them on your own initiative, have obtained them within the framework of the provision of services, have made them known to us by third parties, including other parties, or have made them known via public sources.

On what grounds does Workx process personal data?

Workx will process the personal data using one or more of the following legal grounds:

1. the processing of data is necessary for the performance of a contract;
2. the data processing is necessary for the fulfilment of a legal obligation;
3. the data processing is necessary to safeguard the legitimate interests of Workx; and/or
4. the data processing is authorized by the data subject(s).

To whom are the personal data shared?

Workx will only share your personal data with third parties to the extent necessary to provide services and with due observance of the aforementioned purposes. This includes the replacement by another lawyer, the performance or commissioning of an expert investigation or the engagement of another third party on behalf of and at the instruction of Workx, such as an IT supplier, but also the provision of your personal data in connection with (legal) proceedings or correspondence with the other party.

In addition, Workx may provide personal data to a third party, such as a supervisory authority or another institution with public authority, in so far as there is a statutory obligation to do so.

A processing agreement will be closed with the third party that processes your personal data on behalf of Workx, as a result of which that third party will also be obliged to comply with the GDPR.

Third parties engaged by Workx, who offer services as data controllers, are responsible for the (further) processing of your personal data themselves for compliance with the GDPR. This includes, for example, an accountant, civil-law notary, or any other third party engaged for the purposes of a second opinion or expert report.

Right of access and copy of the report

A request for access, correction, restriction, objection, transferability of data, deletion of your personal data or revocation of previously given consent, can be sent via the contact details below. You will receive further information from us within four weeks of receiving your request.

Please note that there may be circumstances in which we are entitled to refuse your request for access to copies of personal data, for example based on legal professional privilege and retention periods.

Your requests, as referred to above, can be addressed to:

Workx advocaten, email address: info@workxadvocaten.nl, postal address: Herengracht 448, 1017 CA Amsterdam, phone number: 020-3080320.

Security

Workx has taken technical and organizational measures to ensure an appropriate level of security to protect your personal data from unauthorized or unlawful processing and from loss, destruction, damage, alteration or disclosure. In the event that Workx makes use of services provided by third parties, such as an IT supplier, Workx will, in the context of the protection of personal data, lay down an agreement on adequate security measures in a processing agreement.

Retention period

Workx 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.

Use of social media

The Workx website includes buttons and/or links to promote or share web pages on social (media) networks or websites of third parties, such as Twitter, LinkedIn or Facebook. Workx does not supervise these pages 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 use the services of third parties, we would advise you to read the privacy statement of those third parties.

Statistics and cookies

Workx keeps track of the usage data of its website for statistical purposes. The personal data collected in this way are in principle anonymous and will not be sold by Workx to third parties.

In order to increase the ease of use of the Workx website, so-called 'cookies' are used. A cookie is a small text file that is placed on your computer, tablet or smartphone during your visit to the Workx website. You can refuse the use of these cookies at any time, although this may limit the functionality and ease of use of the website.

The Workx website uses cookies from Google Analytics in general to track user behaviour and general trends and to obtain reports. This helps to improve the functioning of the website. Google may also transfer this information to third parties when required to do so by law or where such third parties process the information on Google's behalf. By using the Workx website, you consent to the processing of data by Google in the manner and for the purposes set out above. Cookies are also placed by the use of buttons and/or links, as described under 'Use of social media'. Workx has no influence on the placing and use of cookies by those third parties.

On the website of the Authority for Consumers and Markets (<https://www.consuwijzer.nl/telecom-post/internet/privacy/uitleg-cookies>) you can read more about cookies and how you can block or delete them.

Entry into force and amendments

This privacy statement entered into force on 25 May 2018. Workx has the right to change the content of this privacy statement at any time without prior notice. Amendments to the privacy statement will be published on the Workx website. You should therefore consult our website regularly.

Questions and contact

If you object to the processing of certain personal data or if you have any questions about this, please let us know. You can contact us:

Workx advocaten, email address: info@workxadvocaten.nl, postal address: Herengracht 448, 1017 CA Amsterdam, phone number: 020-3080320.

For more information about the processing of personal data, please contact the Dutch Data Protection Authority: www.autoriteitpersoonsgegevens.nl