

Privacy Statement Höcker Advocaten

This is the Privacy Statement of Höcker Advocaten, with its registered office at Apollolaan 153 (1077 AS) in Amsterdam. This Privacy Statement applies to all our clients, potential clients and all other persons who visit our website or otherwise interact with us.

This Privacy Statement provides information on the processing of personal data. Please contact us by calling us on (+31)(0)20-5777700 or sending an e-mail to mail@hocker.nl if you want more information on how we handle personal data, or if you want to use your rights as mentioned in this Privacy Statement on the basis of the general Data Protection Regulation (GDPR) or other relevant legislation and regulations, or if you have any complaints. If you are not satisfied with the way we have handled your complaint or if you do not want to file your complaint with us, you may also lodge a complaint with the Supervisory Authority (de Autoriteit Persoonsgegevens) using the website autoriteitpersoonsgegevens.nl/en.

Höcker Advocaten acts as a data controller under the GDPR and will exercise the greatest care possible in dealing with and protecting your personal data.

What personal data do we collect?

Files

When you enter into an agreement with us, we process the personal data you and possible other parties and/or other people involved in your case provide to us. At least the following personal data is processed:

- contact information like your name, address, e-mail and phone number;
- a copy of your passport or identity card. We block out the citizen service number (BSN);
- other personal data relevant to provision of our services. It depends on the file which personal data is being processed.

In some cases we collect personal data ourselves, for example to be able to contact a person, company or institution.

Contact

If you contact us using the contact form on our website, by email, social media or by phone, we process the personal data you provide in communications with us (name, e-mail address, phone number) and the reason why you contact us (for example because you have a question).

Analyzing website visitors

Finally, our website uses cookies to process analytic data about the (computers of) visitors of our website. Through these cookies (part of) the IP address of the visitor is stored, the last octet of the IP address is masked.

What are the purposes for which we process personal data and what is our legal basis to process personal data?

Service provision

We use the personal data you provide to enable us to provide legal services. It is necessary for us to use your personal information to perform our obligations in accordance with any contract that we may have with you.

We also use your personal data to invoice our services and to refund possible retainers. The processing of this personal data enables us to perform our obligations in accordance with any contract that we may have with you.

We keep a copy of the passport or identity card of new clients because we are obliged to identify our clients on account of the rules of conduct of the Dutch Bar Association. We also may process this data because it is our legal obligation to process your personal information under anti-money laundering regulations (Wet ter voorkoming van witwassen en voorkoming van terrorisme). We block out your citizen service number (BSN) because there is no legal basis for the processing thereof.

We also use names of clients and files to enable us to perform a conflict check.

Finally, in some files we process personal data of third parties if necessary because of a legitimate interest of our client.

Contact

We use the contact information you provide us through our website, by e-mail or by phone in order to contact you when necessary, for example to answer questions. We process this personal data because it is necessary for the legitimate interests pursued by us, being the exercise of our activities and the acquisition of new engagements.

Newsletters, invitations, Christmas mailing

Furthermore, we use your email address to send updates about our services or to inform you about relevant legal developments, to send invitations for events that we organize (for example seminars) and to send you a Christmas message. We send mailings to existing clients to carry out a legitimate interest. When you have never used our services but otherwise have come into contact with us (for example by using our contact form or by emailing us a question), we will only send these mailings when you gave us consent. You have the right to withdraw that consent. The withdrawal may be done via the link provided in the emails we send you.

Analyzing website visitors

The personal data we collect about visitors of our website are only used for statistical purposes (for example to see which pages are viewed most). The option 'share data' is turned off. We do not use other Google-services in combination with Google-analytics.

How long do we keep your personal data?

Files

We keep our files, and the personal data which are included in the files, in principle for a period of twenty years after the files is closed, due to the statutory time limit for claims. In exceptional cases, we may keep a file for a longer period of time, for example when the limitation period is interrupted or when the lawyer who handles the case considers that there is another legitimate interest to keep the file longer.

Administration

We keep our administration, including invoices and other documents containing personal data, during a period of seven years after the financial year, in accordance with the fiscal retention period.

Other contact information

We keep other personal data one year after the last contact, unless a request is made to delete personal data.

Analyzing website visitors

The personal data of website visitors is stored for two years after the website is visited, these are the default settings of Google Analytics.

With whom do we share your personal data?

Your personal data is saved in a digital file and may appear in e-mails that we send or receive and is therefore stored (and processed) by our IT providers. With these parties a processing agreement has been concluded to ensure that they process personal information appropriately and according to the same level of security and confidentiality you may expect from us.

We may also share your personal data with third parties when it is necessary to share this information to perform our obligations in accordance with any contract that we may have with you. For example we may share your personal data with a judge, an expert or a mediator.

When you, or a third party, lodges a complaint against one of our lawyers in relation to a file containing your personal data, your personal data may be shared with the president of the Bar Association in Amsterdam (Deken van de Orde van Advocaten Amsterdam). If the complaint is not resolved, your personal data may be shared with the Board of Discipline (de Raad van Discipline) and -in appeal- with the Disciplinary Court of the Bar Association (het Hof van Discipline van de Orde van Advocaten).

The personal data collected through Google Analytics are processed by Google. We have signed a processing agreement with Google.

Other than above, we do not provide your personal data to third parties, unless this is necessary to comply with any applicable law.

Security

We store your data securely in line with appropriate technical and administrative security measures in order to protect your data against loss, improper use and unauthorized access. Both offline and online there is a strict authorization to gain access, our servers are backed up regularly and we work with secure connections. Our servers are located in the Netherlands.

What are your rights?

You have the following rights in relation to the personal data we hold about you:

- a. The right of access to personal data. If requested, we will provide you with a copy of your personal data.
- b. The right to rectification of your personal data if the data we hold about you is inaccurate or incomplete.
- c. The right to object against the processing of your personal data and/ or in some cases the right to restrict processing.
- d. In some cases: the right to be forgotten.
- e. The right to obtain personal data in a structured, commonly used and machine readable format and to ask us to transfer this to a third party of your choice.

For more information of these rights and when you may exercise them, see articles 15-20 GDPR. You may exercise your rights by contacting us through the phone number and/or email address mentioned at the top of this privacy statement.

Changes

The personal data we process or the applicable law may change. In that case we may adapt this Privacy Statement. We will notify you by email of any significant changes or we will highlight these changes on our website.

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