

## PRIVACY POLICY – LIEDEKERKE LEGAL NEWS, INSIGHTS AND EVENT INVITATIONS

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### 1. INTRODUCTION

At Liedekerke, we take our obligations under privacy and data protection law very seriously. This privacy policy is designed to help you understand what personal data we collect, why and how we use it and who we share it with. It also explains the rights you have in connection with your personal data, including how to contact us or to make a complaint.

### 2. WHO IS RESPONSIBLE FOR THE PROCESSING OF YOUR PERSONAL DATA?

The entity controlling the processing of your personal data is Liedekerke Wolters Waelbroeck Kirkpatrick SCRL (“Liedekerke”, “us”, “we”). Liedekerke is a Belgian cooperative company with limited liability whose main registered office is located at 1000 Brussels, 3 boulevard de l’Empereur. Liedekerke is registered in the Business Register under number 0478.065.191.

For any questions relating to this policy or to exercise your rights regarding your personal data, you may contact us via mail on the above address or via the following email address: [privacy@liedekerke.com](mailto:privacy@liedekerke.com).

### **3. WHY DO WE PROCESS YOUR PERSONAL DATA?**

We process your personal data to reinforce our relationship with you, *i.e.* for the purpose of direct marketing. As a valued contact, an alumnus or client of Liedekerke, we would like to:

1. keep you informed about the latest legal news and insights relevant to your business via our newsletters and invitations to our seminars,
2. keep our database up to date, to use the information provided by you to better understand you and to improve our mailings and service offering,
3. to exchange information with you and to answer your questions.

### **4. WHAT IS OUR LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?**

If you are a valued contact or alumnus of Liedekerke, we process your personal data based on your consent to receive our latest legal news and insights relevant to your business. You are free to choose to provide us with your personal data for this purpose and you may withdraw your consent at any time and free of charge by clicking on ‘unsubscribe’ at the bottom of each newsletter or invitation. In such a case, we will remove you from our mailing list.

If you are a client, we process your personal data on the basis of our legitimate interest to keep you informed about our newsletters and invitations to our seminars. You can object to the processing of your personal data for this purpose at any time and free of charge by clicking on ‘unsubscribe’ at the bottom of each newsletter or invitation. In such a case, we will remove you from our mailing list.

We believe that our legitimate interest to process your data is not overridden by your interests or fundamental rights requiring protection of your personal data. If you disagree with our point of view and do not want your personal data to be processed for this purpose, please contact us at [privacy@liedekerke.com](mailto:privacy@liedekerke.com) as you can opt out or object to this processing any time and free of charge (see below: What are your rights?).

### **5. WHAT TYPE OF PERSONAL DATA DO WE COLLECT?**

In case you are a valued contact of Liedekerke, we may process the following personal data: name, surname, job title, company name, company address, email address, (mobile) phone and fax, your preferred language, specific areas of interests, memberships and industry sectors.

In case you are an alumnus of Liedekerke, we may process the following personal data: name, surname, job title, private address or new professional address, email address, (mobile) phone and fax, your preferred language, specific areas of interests, memberships, industry sectors and dates of employment at or collaboration with Liedekerke.

We may collect personal data about you:

1. directly from you, such as the information you provided to us when you opted-in for our mailings, for example via our stay informed form, general contact form or via email,
2. indirectly, as you networked with one of our lawyers or employees,
3. from other sources, such as your (former) employer or colleagues.

If we request personal data from you for this purpose, the provision of these personal data by you is entirely on a voluntary basis.

## **6. WHO DO WE SHARE YOUR PERSONAL DATA WITH?**

As a general rule, we do not share your personal data with third parties.

Exceptionally, we may do so:

1. when required by law or by court order,
2. when useful or necessary for the purpose, to processors that process on our behalf, *i.e.* to perform certain (processing) activities such as organizing mailing campaigns or events or to IT, hosting and communications service providers.

In such cases, we conclude a processing agreement with these parties that have access to your personal data for the performance of their services.

## **7. HOW DO WE STORE AND TRANSFER YOUR PERSONAL DATA INTERNATIONALLY?**

Your personal data may be accessible to our colleagues from Liedekerke's London Desk in the United Kingdom given the fact that we engage in firm wide marketing initiatives. If at any moment the UK would be considered to no longer ensure an adequate level of protection of personal data, we will enter into appropriate safeguards to ensure an adequate level of data protection.

## **8. HOW LONG DO WE KEEP YOUR PERSONAL DATA?**

*(i) In case the processing of your personal data is based on your consent:*

We hold your personal data for as long as is necessary for the relevant purpose for which you gave your consent.

If you withdraw your consent, your personal data will be immediately removed from our mailing lists. In such a case, you will no longer receive any legal news or insights relevant to your business via Liedekerke newsletters or event invitations.

*(ii) In case you are a client and the processing of your personal data is based on Liedekerke's legitimate interest:*

We will process your personal data to keep you informed about any legal news or insights relevant to your business via Liedekerke newsletters or event invitations. If you object to the processing of your personal data for direct marketing purposes, we will immediately remove your personal data from our mailing lists.

This removal will not impact Liedekerke's processing of your personal data for the purpose of providing you legal services.

## 9. WHAT ARE YOUR RIGHTS?

You have a number of rights regarding access to and control of your personal data, including:

- **Right to withdraw your consent:** in case the processing is based on your consent, you can withdraw your consent at any time and free of charge.
- **Right of access:** you have the right to ascertain what type of personal data we hold about you, how we process your personal data and to a copy of your personal data.
- **Right to rectification:** you have the right to have any inaccurate personal data which we hold about you updated or corrected.
- **Right to erasure:** in certain circumstances you may request that we delete the personal data that we hold on you.
- **Right to restriction:** you have the right to request that we stop using your personal data in certain circumstances including if you believe that the personal data we hold about you is inaccurate or that our use of your personal data is unlawful. If you validly exercise this right, we will store your personal data and will not carry out any other processing until the issue is resolved.
- **Right to object:** where we rely on our legitimate interests to process your personal data, you have a right to object to this use.
- **Right to portability:** you may request us to provide you with certain personal data which you have given us in a structured, commonly used and machine-readable format and you may request us to transmit your personal data directly to another data controller where this is technically feasible.

To exercise your rights regarding your personal data, you may contact us via the following email address: [privacy@liedekerke.com](mailto:privacy@liedekerke.com)

Within maximum one month after receipt of the request, Liedekerke will process the respective requests. In case of direct marketing, we will remove your personal data upon your request and free of charge. If for some reasons, we cannot accommodate your request, we will inform you about the reasons.

## **10. QUESTIONS AND COMPLAINTS**

If you have any questions, remarks or complaints in relation to this policy or how Liedekerke processes your personal data, do not hesitate to send an email to [privacy@liedekerke.com](mailto:privacy@liedekerke.com).

If you have any complaints about the way Liedekerke processes your personal data, you can file a complaint with the Belgian Data Protection Authority [www.dataprotectionauthority.be](http://www.dataprotectionauthority.be).

## **11. AMENDMENTS**

Liedekerke reserves the right to amend this policy in order to comply with applicable privacy laws. We may revise this policy at any time by amending this policy. At all times you can find the current version of our privacy policy on our website.