

1. VAN GOMPEL ADVOCATEN BV: DATA CONTROLLER

VAN GOMPEL ADVOCATEN BV, with its registered office at 3500 Hasselt, Herkenrodesingel 4A, company number (KBO) 0711.725.721, and RPR Hasselt (“**VGA**” of “**we**”) will, in her capacity as data controller as in article 4.7 of the General Data Protection Regulation 2016/679 of 27 April 2016 (“**GDPR**”), be responsible for the processing and protection of your personal data. VGA will process this data in accordance with the applicable laws, in particular the GDPR and subsequent privacy policy (“**Privacy Policy**”).

This Privacy Policy, which should be read in conjunction with our Cookie Policy, will inform you about the processing of your personal data by VGA.

2. OVERVIEW OF PROCESSING

WHAT DATA DO WE COLLECT?	HOW DO WE OBTAIN IT?	HOW LONG DO WE KEEP IT?	ON WHAT LEGAL BASIS?
Browser and session data	Directly from the data subject, through the placement of cookies	View our Cookie Policy	Your consent or our legitimate interests
Contact and billing data	Through direct contact with or by the data subject (data relating to clients) or via a third party (data relating to nonclients)	As long as required for the processing purposes	Your consent, performance of a contract or our legitimate interests
Selection and recruitment data			

Questions or complaints? **CONTACT VGA OR DE DPA**

For questions, complaints or requests regarding (the processing of) your personal data, this Privacy Policy and/or our Cookie Policy, please contact VGA on **011/28.12.80** or via e-mail on info@vangompeladvocaten.be

or

de Data Protection Authority (DPA) via

<https://www.gegevensbeschermingsautoriteit.be/burger/acties/klacht-indienen>,
contact@apd-gba.be or by mail (1000 Brussel, Drukpersstraat 35).

3. WHAT PERSONAL DATA DO WE PROCESS, FOR WHAT PURPOSE AND WHY CAN WE DO THIS?

BROWSER AND SESSION DATA OF WEBSITE USERS We collect the following browser and session data by means of cookies when you use our website: the type of internet browser, user status, language preference, date and time of your visit, domain name or website through which you reached our website, number of visits, IP address, average time spent on our website and the pages visited.

WHAT FOR (PURPOSES)?

THIS IS ALLOWED ON THE BASIS OF (LEGAL BASIS):

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|---|---|--|
| <ul style="list-style-type: none"> ▪ technical and functional management of our website (essential and functional cookies); | ✓ | our legitimate interests, particularly the provision of a secure and well-functioning website (essential cookies); |
| <ul style="list-style-type: none"> ▪ evaluating the effectiveness of our website and following the use and/or surfing behaviour of the users (analytical cookies). | ✓ | the consent given by you (functional, analytical, and marketing cookies). |

CONTACT AND BILLING DATA OF OUR (FUTURE) CLIENTS We collect the following contact and billing data from (prospective) clients (and/or their team) who contact us (by telephone, e-mail or via the contact form on our website) or use our services: name, address, telephone number, e-mail address, VAT and/or KBO number, invoicing data and other personal data related to the files.

WHAT FOR (PURPOSES)?

THIS IS ALLOWED ON THE BASIS OF (LEGAL BASIS):

<ul style="list-style-type: none"> ▪ answer questions or requests for information; 	✓	our legitimate interests, in particular the ability to respond to your questions;
<ul style="list-style-type: none"> ▪ providing our legal services; 	✓	execute an agreement made with clients. Some data we need to process in order to be able to provide our services;
<ul style="list-style-type: none"> ▪ improving our products, services, and customer service; 	✓	our legitimate interests, i.e., the ability to improve our products, services, and customer service;
<ul style="list-style-type: none"> ▪ complying with our legal and/or tax obligations, such as creating accounting records and invoices. 	✓	comply with a legal obligation.

CONTACT DATA OF NON-CLIENTS (OPPONENTS) We process the following contact data of counterparty(ies) (and/or their team), which we have obtained from our clients and/or fellow lawyers: name, address, telephone number, e-mail address, VAT number and/or KBO number, other personal data related to the file.

WHAT FOR (PURPOSES)?

THIS IS ALLOWED ON THE BASIS OF (LEGAL BASIS):

<ul style="list-style-type: none"> ▪ looking after our clients' interests and defending their rights (in and out of court). 	✓	our legitimate interests, i.e., to be able to provide our legal services including defending the interests of our clients, in and out of court.
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SELECTION AND RECRUITING DATA OF APPLICANTS We collect the following selection and recruitment data when applying to VGA via our website, e-mail and/or by telephone: name, address, telephone number, e-mail address, date of birth, curriculum vitae, and other documents and/or data that candidates provide us with.

WHAT FOR (PURPOSES)?

THIS IS ALLOWED ON THE BASIS OF (LEGAL BASIS):

<ul style="list-style-type: none"> ▪ processing, managing and, where appropriate, following up incoming applications. 	✓	our legitimate interests, in particular the ability to process and respond to incoming applications.
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CONTACT AND OTHER DATA OF OUR SUPPLIERS We collect, among other things, the following contact, and other data from suppliers (and/or their team) when we negotiate and conclude commercial contracts with suppliers: name, address, telephone number, e-mail address, VAT number and/or KBO number.

WHAT FOR (PURPOSES)?

THIS IS ALLOWED ON THE BASIS OF (LEGAL BASIS):

<ul style="list-style-type: none"> ▪ using the services of our suppliers. 	✓	our legitimate interests, in particular the use of third-party services.
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4. PROCESSING FOR DIRECT MARKETING

You do not want to receive
receive any more direct
marketing?

You may withdraw your consent for
all purposes, including direct
marketing, at any time by informing
us at:

011/281.280 or by e-mail:
info@vangompeladvocaten.be

We process the personal data of existing clients and business relations for direct marketing purposes of similar services and products by e-mail. Specifically through newsletter and/or mailing. This processing is done based on our legitimate interest, namely the promotion of new services, products, seminars & events.

For direct marketing to other categories of persons, consent will be required prior to the processing of the personal data, for example when subscribing to our newsletter or after explicit acceptance of this Privacy Statement (e.g., via opt-in on our website).

The absence or withdrawal of your consent for direct marketing will not have any negative consequences for our services to you or for your access to our website (tools).

5. RETENTION PERIOD

VGA will not store your personal data longer than necessary for the processing purposes (see under Section 3) or according to what is foreseen in our Cookie Policy, unless VGA is legally or judicially obliged to keep the data for a longer period.

In case of candidate-applicants (see under Section 3), we will keep the personal data in our files for a maximum of 1 year, in order to be able to inform the candidate-applicant of any future and/or more suitable vacancies.

6. ACCESS TO YOUR PERSONAL DATA

VGA will treat your personal data as confidential. Unless we are required to do so by law or a court order, we will not pass on your data to third parties.

We do sometimes use the services of third parties (see below), for example, for maintaining and hosting our website, marketing campaigns or the transmission of legal documents & correspondence (e.g., service of a summons). As a result, these third parties may have access to (certain parts of) your personal data.

VGA will conclude a processing agreement (as pursuant to article 28 of the AVG) with these third parties. Hereby they guarantee that they will take the necessary technical and organisational measures to adequately protect your personal data and will only use your data for the purposes provided for in this Privacy Statement.

(Categories of) recipients within the European Union

- Vevida BV (hosting website);
- BVBA Informa Europe (IT);
- BV Legal Consulting Group (IT);
- Notaries & bailiffs;
- Lawyer-colleagues and/or law firms;
- Accounting & tax advisors
- Lawyer associates of VGA.

Recipients outside of the European Union

Google Analytics (Google LLC):
The written agreements between VGA and Google can be consulted online on Google's support page. You can obtain a copy via VGA at info@vangompeladvocaten.be.

7. PROTECTIVE MEASURES

VGA takes appropriate technical and organisational measures to protect your personal data against unlawful and/or accidental destruction, damage or loss and against unauthorised processing, access or transmission.

8. YOUR RIGHTS CONCERNING YOUR PERSONAL DATA AND HOW TO EXERCISE THEM

With regard to your personal data, you have the right, at no cost, to:

- ACCESS to and INSPECTION of your personal data and all information related to its processing;
- CORRECTION of incomplete or inaccurate personal data;
- DELETION your personal data and LIMIT their processing;
- OBJECTION to (all or certain purposes), so that VGA ceases this processing;
- WITHDRAWAL of your consent;
- TRANSFER of your personal data and,
- LODGE A COMPLAINT with the DPA (see above).

If you do not wish to give us permission to process your data and/or withdraw your previous permission, it is possible that:

- you will not have access to (all) the tools of our website,
- we will not be able to offer you all of our services,
- we will no longer be able to meet our contractual obligations towards you (in full).

This will not affect the lawfulness of the processing based on your previous consent.

We will process your requests in exercise of your rights as soon as possible and at the latest within 5 working days.

VGA reserves the right to change this Privacy Policy at any time. Important changes will be announced on our website.

Please check our website regularly for any developments.

How do I exercise my rights?

By sending a copy of a valid identity document to VGA by e-mail at:
info@vangompeladvocaten.be
or via mail to:
Herkenrodesingel 4A, 3500 Hasselt.