

This privacy statement sets forth how LegalTeams and its affiliated service providers (hereinafter jointly: "LegalTeams") handle personal data and privacy matters. Predominantly shall apply that personal data and client information are always treated confidentially.

Pursuant to the General Data Protection Regulation (GDPR), LegalTeams is responsible for protection of personal data that it holds or processes in connection with its services, such as data relating to clients and relations, visitors to the website and other persons with whom it is in contact.

Use

Personal data held by LegalTeams can be used for:

- executing assignments of LegalTeams concerning legal project management and related activities;
- complying with legal duties and obligations;
- conducting financial administration, including invoicing and collection;
- conducting personnel administration;
- improving and securing the website and digital communication.

LegalTeams also uses client and personal data to specifically and proportionally inform its relations about developments of its business, about developments in the field of legal project management in general, and building up intellectual property (in particular knowledge sharing among LegalTeams project managers) as well as to invite its relations to participate in events. LegalTeams does not use client and personal data for marketing purposes of third parties. Personal data will not be processed without consent of the person concerned for other than aforementioned purposes.

Retention periods

Data relating to the handling of assignments of LegalTeams will generally be kept for ten (10) years, unless LegalTeams or a service provider involved would deem a longer period necessary, for example in matters of liability for services provided by LegalTeams or the service provider. Shorter than 10 years retention periods apply to:

- *personnel administration*: 5 years during the relationship and 5 years thereafter, except if disputes or proceedings are pending in which case the 5 years period shall commence at the end of the dispute or procedure.
- *financial administration and salary administration*: 7 years.
- *job application data*: in the event of non-employment 4 weeks after the position is no longer vacant, except if data are to be kept for a longer period with the applicant's explicit consent, for example with a view to a possible future suitable position.

How are data obtained?

Data are actively provided to LegalTeams by its client, relations, counterparties or third parties, or are gathered by LegalTeams from third party sources, such as the Chamber of Commerce, the Land Registry or are derived from websites and social media, such as LinkedIn or Twitter.

To whom does LegalTeams provide personal data?

LegalTeams does not provide personal data to third parties, unless this is legally required, or is necessary for or related to the execution of the assignment by LegalTeams and the service providers. In connection with the execution of assignments, it may be necessary for LegalTeams to provide personal data to, for example, the following recipients:

- lawyers, civil-law notaries, bailiffs and other professional service providers, such as tax specialists, accountants, pension advisers, consultants, etc.
- IT service providers and software suppliers for the benefit of its office organization, or for data analysis or KYC and compliance matters by LegalTeams regarding its assignment and business matters or those of the client, such as but not limited to Regulatory Lab.
- judicial authorities or public authorities in the performance of their statutory task;
- tax authorities;
- registrars, such as the Land Registry, the Chamber of Commerce,
- insurers of LegalTeams and their intermediaries;
- banks;
- couriers;
- counterparties or the client and contracting parties.

LegalTeams does not provide personal data to third parties outside the EU, unless with the consent of the person concerned or if this is necessary or results from the handling of an assignment.

Security of personal data

LegalTeams has appropriate technical and organizational security measures in place to prevent as reasonably possible loss, misuse and/or mutilation of personal data, although violation of data integrity by targeted or professional cybercrime cannot be ruled out.

Protection

If LegalTeams processes personal data, the person concerned has the right to:

- receive information and be notified;
- inspect;
- have inaccuracies rectified;
- restrict processing;
- oppose to processing;
- withdraw consent granted;
- erase (right to 'be forgotten');
- data portability;
- be excluded from automated individual decision-making, including profiling.

Written requests regarding any of the aforementioned rights must be addressed by the person concerned to the contact person mentioned below. Before a request can be processed the person concerned will have to be identified through valid identity documentation. If LegalTeams does not honor a request, the person concerned will be informed in writing.

Contact, complaints and suggestions

For privacy matters, please contact edo.smid@legalteams.nl. You may also contact the Dutch Data Protection Authority (see www.autoriteitpersoonsgegevens.nl/en).

Suggestions for improving privacy applications by LegalTeams are always welcome.

Alterations

LegalTeams may at any time amend its applicable privacy statement without notice. The applicable privacy statement has a 'version date' and is published on the LegalTeams website.
