



Westphal Johansen Advocaten

Your privacy is of great importance to Westphal Johansen Advocaten. We therefore adhere to privacy law. This means that your data is safe with us and that we always use it properly.

In brief

When using your data, we comply with the requirements of privacy legislation. This means, among other things, that:

- we **clearly state** the **purposes** for which we use personal data. We do this via this privacy statement;
- we limit our **collection of personal data** to only the personal data necessary for legitimate purposes;
- we first **ask your explicit permission** to process your personal data in cases where your permission is required;
- we **take appropriate security measures** to protect your personal data and also require the same from parties that process personal data on our behalf;
- we will respect your right to **request access, rectification or erasure of your personal data**.

In this privacy statement we explain what we do at Westphal Johansen Advocaten with the information that you give us or that we collect.

This privacy statement was most recently amended on 24 May 2018.

Use of personal data

When using our websites and services, we may obtain the following information from and about you:

- Your name and address;
- Telephone number;
- Email address;
- Copy of proof of identification;
- Functional cookies.

The law refers to this as 'personal data' and says that we can only use it if we explain exactly why and for what reason. What this entails is explained below.

We can use your personal data for various purposes:

- Sending information by email at your request;
- Answering your questions or complaints;
- Performing our agreement with you;
- Improving our website and services;
- For statistical purposes.

In a legal sense, this means that we use your data at your request, when we have an agreement with you, when we have a legitimate interest or when we are required to do so by law.

Data retention

We keep your data for as long as is necessary in order to provide our services to you. When we no longer need the data for this, it is deleted or made permanently anonymous, unless we have a legal obligation to keep the data longer or we store the data longer for statistical purposes.

Provision to other businesses or institutions

We only provide your personal data to other businesses or institutions if this is necessary for the



functioning of our website and/or services (for example storage by our hosting provider) or if we are legally obliged to do so (for example if the police require this).

Cookies

Our website uses functional cookies in connection with, among other things, the loading of videos on the website. Cookies are small files in which we can store information so that you do not have to enter your details each time you visit. Functional cookies are necessary for the functioning of the website and do not or only slightly infringe the privacy of the visitor to the website. No consent of the visitor is required for the use of these cookies.

Security

Security of personal data is of great importance to us. We take security measures to limit misuse of and unauthorised access to your personal data. We use secure network connections. This means that the connection between you and us is secured. Information sent between your systems and ours remains confidential.

Changes to this privacy statement

When our websites and/or services change, we must of course also amend the privacy statement. So always pay attention to the date above and check regularly for new versions. We will do our best to announce changes separately.

Viewing and changing your data

If you have any questions or want to know what personal data we have about you, you can always contact us. See the contact details below.

You have the following rights:

- to receive an explanation of what personal data we have and what we do with it;
- to view the precise personal data we have about you;
- to have errors rectified;
- to have outdated personal data removed;
- to move your data;
- to withdraw permission;
- to object to a particular use.

Please note that you must always clearly indicate who you are, so that we can be sure that we do not modify or delete data from the wrong person.

Submitting a complaint

Of course we will be happy to help you if you have any complaints about the processing of your personal data. If you have any questions or complaints, please send an email to info@wjadvocaten.nl

You can expect a response within 1 month of receipt.

Under privacy legislation, you have the right to complain to the Data Protection Authority about our processing of your personal data. You can contact the Data Protection Authority for this purpose.

Contact details

Westphal Johansen Advocaten
Attn Mr. M. Westphal
Laar 1B
5674 RR Nuenen