

1. **About Bob Rietjens.** Bob Rietjens is responsible for its processing of personal data as described in this privacy statement. Bob Rietjens is a lawyer based in Santpoort-Zuid, The Netherlands, and has registered with the trade register of the Chamber of Commerce in the Netherlands under number 72656328. Bob Rietjens has entered the registration of the Netherlands Bar as 'advocaat'.
2. **Applicability.** In this Privacy Statement, you can find information about whether, how, and why Bob Rietjens ("Rietjens Legal", "Us" or "We") collects and uses your personal data. This Privacy Statement applies to all processing of personal data by (or on behalf of) us, in connection with:
 - Provision of our legal services.
 - Visiting our events or attending our webinars.
 - Visiting our websites (www.rietjens.nl).
 - Communicating with us.
 - Marketing our services.
3. **Types of Personal Data.** Rietjens Legal will receive personal data from you (i) in the course of offering and providing its legal services, (ii) when we contact you or you contact us, (iii) when you register for an event or webinar, or (iv) when you subscribe to our newsletter. We may also collect your personal data from other sources, such as counterparties or the Trade Register. Personal data that we process may include:
 - **Basic Information.** Basic information such as your first and last name, prefix, title, date of birth, nationality, place of birth and sex;
 - **Contact Details.** Contact details such as your e-mail address, postal address and phone number;
 - **Registration Data.** Personal data you provide us for the purpose of attending an event or webinar;
 - **Assignment information.** Personal data provided by the client to us in connection with the legal services;
 - **Billing information.** Information regarding the calculation and recording of fees and expenses, making payments and collecting debts;
4. **Data Processing Purposes.** Rietjens Legal processes personal data for the following purposes:
 - **Provision of legal services.** Rietjens Legal will process personal data for the purposes of providing legal services. For example, this may include personal data concerning (i) (contact persons of) our client(s), (ii) parties our client is in dispute or in negotiations with, (iii) (contact persons of) suppliers of our clients, (iv) customers of our clients, (v) lawyers of the opposing parties, and/or (vi) the name of a signatory on a contract.
 - **Relationship management.** We process personal data of our (potential) clients to manage our relationship with them. This may include processing personal data in connection with a tender, responding to client's questions or corresponding with our client.
 - **Billing.** We will also use the contact details of our client (or their contact person) to send invoices. We do this to enable us to collect fees for our services and to manage our financial accounts.
 - **Knowhow.** We also process personal data for internal knowhow purposes. For example, we store relevant files and some of our interactions with others, such as, representatives of supervisory authorities, attorneys and judges, in our internal knowhow repository, to retrieve this information at a later date. Rietjens Legal will always attempt to remove as much personal data from these documents as possible.
 - **Complying with all legal obligations.** GDPR will process personal data to the extent required by law. For example, under current legislation, Rietjens Legal must – among other things – verify the client's identity, establish whether any unusual transactions have been made or are planned and, when necessary, notify the relevant authorities of such activities without informing the client. GDPR will also be obliged to retain certain financial information for tax purposes.
 - **Marketing.** We may process personal data to market our services, for example sending you our newsletters or inviting you for events or webinars.
5. **Legal Grounds.** Rietjens Legal processes your personal data on at least one of the following legal basis:
 - performance of the agreement between us and our client.
 - your consent, for example in case of direct marketing. If we process your personal data based on consent, you may withdraw your consent at any time by contacting us.
 - to comply with legal obligations we are subject to, such as anti-money laundering legislation.
 - our clients' legitimate interest in establishing, exercising and defending their legal rights
 - Rietjens Legal's own commercial interest to offer high quality professional legal services
6. **Data Retention.** Your data will be deleted after the minimum retention period dictated by rules for professional conduct, a legal obligation, or in the absence thereof, within two years after our latest assistance provided to the client, such as an assignment to us, court proceedings or the resolution of a dispute.
7. **Your Rights.** As an individual, you have a number of rights that you may exercise in the context of our processing of your personal data:
 - the right of information about the personal data we process about you;
 - the right to access your processed personal data;
 - the right to rectify your personal data;

- the right to erase your personal data;
- the right to restrict the processing of your personal data;
- the right to transmit your personal data to another organization in a structured, commonly used and machine-readable format;
- the right to object to the processing of your personal data; and
- the right to withdraw your consent to the processing of your personal data.

8. **Exercising Your Rights.** If you wish to exercise any of your rights, you may reach us by sending an email to bob@rietjens.nl. We will ask you to properly identify yourself. Your rights are not absolute in all cases, and we may not be required to comply with your request. If that is the case, we will make sure you will be informed hereof.

9. **Sharing Personal Data.** We may share personal data with the following parties:

- **Suppliers - Data processors.** Rietjens Legal uses the services of external companies, subcontractors and/or suppliers (so-called data processors) who carry out specific tasks or assignments at Rietjens Legal's request and with whom your personal data may be shared. These service providers process your personal data exclusively on behalf of Rietjens Legal.
- **Suppliers- Data Controllers.** We may share your personal data with third parties who qualify as data controllers. For example, we may use subcontractors who provide legal advisory services, bailiffs or tax specialists who process personal data for their own purposes. The processing of personal data by such party is subject to its own privacy statement.
- **Other Data controllers.** We may share your personal data with competent authorities, courts and tribunals as well as with the Council and the Dean of the Bar Association (if applicable). The processing of personal data by such party is subject to its own privacy statement.

10. **Data Transfers.** Some of our service providers are located in a country outside the European Economic Area. In order to comply with EU data protection laws for international transfers, these Parties are certified under the EU-US Privacy Shield and the Swiss-US Privacy Shield (Article 46(2)(a) AVG) or standard contractual clauses adopted by the European Commission (Article 46(2)(c) AVG). For more information on the safeguards for international transfers, please send an email to bob@rietjens.nl.

11. **Complaints.** If you suspect a breach of the GDPR by Rietjens Legal and the matter cannot be settled by mutual agreement between you and Rietjens Legal, you have the right to file a complaint with a supervisory body. In the Netherlands, this is the [Autoriteit Persoonsgegevens](#).