

Privacystatement MOON legal & compliance
April 1st, 2021

This is the Privacy Statement of MOON legal & compliance, with its registered office at Bothalaan 1 (1217 JP) in Hilversum ('the office'). This Privacy Statement applies to all clients, potential clients and all other persons who visit the website www.moonlegal.nl or otherwise interact with the office.

This Privacy Statement provides information on the processing of personal data. Please contact the office by calling (+31)(0)35-2031043 or sending an e-mail to info@moonlegal.nl if you want more information on how the office handles personal data, or if you want to use your rights as mentioned in this Privacy Statement on the basis of the general Data Protection Regulation (GDPR) or other relevant legislation and regulations, or if you have any complaints. If you are not satisfied with the way the office has handled your complaint or if you do not want to file your complaint with the office, you may also lodge a complaint with the Supervisory Authority (de Autoriteit Persoonsgegevens) using the website autoriteitpersoonsgegevens.nl/en.

MOON legal & compliance acts as a data controller under the GDPR and will exercise the greatest care possible in dealing with and protecting your personal data.

What personal data do we collect?

Files

When you enter into an agreement with the office, the office processes the personal data you and possible other parties and/or other people involved in your case provide to the office. At least the following personal data is processed:

- contact information like your name, address, e-mail and phone number;
- a copy of your passport or identity card. The citizen service number (BSN) is blocked out;
- other personal data relevant to provision of our services.

It depends on the file which personal data is being processed. In some cases the office collect personal data, for example to be able to contact a person, company or institution.

Contact

If you contact the office using email, social media or telephone, the office processes the personal data you provide in communications with the office (name, e-mail address, phone number) and the reason why you contact the office (for example because you have a question).

Analyzing website visitors

Finally, the website www.moonlegal.nl uses cookies to process analytic data about the (computers of) visitors of the website. Through these cookies (part of) the IP address of the visitor is stored, the settings are most user-friendly.

What are the purposes for which the office processes personal data and what is the legal basis to process personal data?

Service provision

The office uses the personal data you provide to enable the office to provide legal services. It is necessary for the office to use your personal information to perform the obligations in accordance with any contract that the office may have with you. The office also uses your personal data to invoice the services rendered and to refund possible

retainers. The processing of this personal data enables the office to perform the obligations in accordance with any contract that the office may have with you.

The office keeps a copy of the passport or identity card of new clients because the office is obliged to identify clients on account of the rules of conduct of the Dutch Bar Association. The office also may process this data because it is a legal obligation to process your personal information under anti-money laundering regulations (Wet ter voorkoming van witwassen en voorkoming van terrorisme). The office blocks out your citizen service number (BSN) because there is no legal basis for the processing thereof.

The office also use names of clients and files to enable the office to perform a conflict check.

Finally, in some files personal data of third parties are being processed if necessary because of a legitimate interest of the client.

Contact

The office uses contact information you provide the office by e-mail or by phone in order to contact you when necessary, for example to answer questions. The office processes this personal data because it is necessary for the legitimate interests pursued by the office, being the exercise of the activities performed by the office and the acquisition of new engagements.

Newsletters, invitations, Christmas mailing

Furthermore, the office uses your email address to send updates about services or to inform you about relevant legal developments, to send invitations for events and to send you a Christmas message. The office sends mailings to existing clients to carry out a legitimate interest. When you have never used the services of the office but otherwise have come into contact with the office (for example emailing a question), the office will only send these mailings when you gave consent. You have the right to withdraw that consent, please send an e-mail to that end to info@moonlegal.nl.

Analyzing website visitors

The personal data the office collects about visitors of the website are only used for statistical purposes (for example to see which pages are viewed most). The option 'share data' is turned off. The office does not use other Google services in combination with Google-analytics.

How long does the office store your personal data?

Files

The office keeps files, and the personal data which are included in the files, in principle for a period of six years after the files is closed,

Administration

The office keeps the administration, including invoices and other documents containing personal data, during a period of seven years after the financial year, in accordance with the fiscal retention period.

Other contact information

The office keeps other personal data one year after the last contact, unless a request is made to delete personal data.

Analyzing website visitors

The personal data of website visitors is stored for two years after the website is visited, these are the default settings of Google Analytics.

With whom does the office share your personal data?

Your personal data is saved in a digital file and may appear in e-mails that the office sends or receives and is therefore stored (and processed) by the IT providers of the office. With these parties a processing agreement has been concluded to ensure that they process personal information appropriately and according to the same level of security and confidentiality you may expect from the office.

The office may also share your personal data with third parties when it is necessary to share this information to perform obligations in accordance with any contract that the office may have with you. For example the office may share your personal data with a judge, an expert or a mediator. When you, or a third party, lodges a complaint against the office in relation to a file containing your personal data, your personal data may be shared with the president of the Bar Association in Amsterdam (Deken van de Orde van Advocaten Amsterdam). If the complaint is not resolved, your personal data may be shared with the Board of Discipline (de Raad van Discipline) and -in appeal- with the Disciplinary Court of the Bar Association (het Hof van Discipline van de Orde van Advocaten).

The personal data collected through Google Analytics are processed by Google. The office has signed a processing agreement with Google.

Other than above, the office does not provide your personal data to third parties, unless this is necessary to comply with any applicable law.

Security

The office stores your data securely in line with appropriate technical and administrative security measures in order to protect your data against loss, improper use and unauthorized access. Both offline and online there is a strict authorization to gain access, the servers are backed up regularly and the office works with secure connections. The servers are located in the Netherlands.

What are your rights?

You have the following rights in relation to the personal data the office holds about you:

- a. The right of access to personal data. If requested, the office will provide you with a copy of your personal data.
- b. The right to rectification of your personal data if the data the office hold about you is inaccurate or incomplete.
- c. The right to object against the processing of your personal data and/or in some cases the right to restrict processing.
- d. In some cases: the right to be forgotten.
- e. The right to obtain personal data in a structured, commonly used and machine readable format and to ask the office to transfer this to a third party of your choice.

For more information of these rights and when you may exercise them, see articles 15-20 GDPR. You may exercise your rights by contacting the office through the phone number and/or email address mentioned at the top of this privacy statement.

Changes

The personal data the office processes or the applicable law may change. In that case the office may adapt this Privacy Statement. The office will notify you by email of any significant changes or these changes will be highlighted on its website.