

## Art. 1 - General Data Protection Regulation

Under the General Data Protection Regulation (GDPR), new rights apply to the data subject and more far-reaching obligations apply to controllers, processors and sub-processors of personal data. This document contains our statement regarding the processing and security of (personal) data, as well as our disclaimer.

**This statement is binding and publicly available (!)**

## Art. 2 - Definitions

<b>Data subject/</b>	The visitor to our website or platforms, applicant or
<b>Person concerned:</b>	the (prospective) subscriber of our service(s) as well as the client (recipient of services);
<b>Processor /</b>	Rechtsbijstandvoorondernemers.nl and/or
<b>Responsible /</b>	Rechtsbijstandvoorzzp.nl
<b>Manager:</b>	

## Art. 3 – Actief verstrekken van gegevens

1. The person concerned can only actively initiate a digital application for the desired package and/or service via the website of the Processor/Responsible/Manager. The data that the person concerned provides to the Processor/Controller during this process will only be used for the purpose for which they were left.
2. Personal data that the Processor/Controller will keep regarding the application and any subsequent services are possible:
  - a. Company name, as provided by the person concerned;
  - b. Address, as provided by the person concerned;
  - c. Website address, as provided by the person concerned;
  - d. First name(s), as provided by the person concerned;
  - e. Surname, as provided by the person concerned;
  - f. E-mail address, as provided by the person concerned;
  - g. Telephone number, if provided by the person concerned;
  - h. Digital advanced signature, if digitally verified;
2. The data in **art. 3 paragraph 2 under c and g** are only processed if provided by the data subject himself and are furthermore used exclusively for the purpose for which they were left.
3. The digital signature as referred to in **art. 3 paragraph 2 under h** concerns a combination of technical data and a possible formatted photo file. This information may be necessary to comply with the rules for an advanced digital signature as laid down in the European Union's eIDAS Regulation as well as a valid legal signature under Dutch law.
4. It is possible that an application with the data from **art. 3 paragraph 2** will be actively submitted by the data subject via a channel other than via the website of the Processor/Controller. Also in these cases, the data actively provided by the Data Subject will only be used for the purpose for which it was left.
5. If the Data Subject enters into a digital agreement via the website, the data subject's choices, time and date indication, as well as a digital signature, will be sent with the application for the sole purpose of determining the correct package form, effective date and identity, as well to prevent and track down abuse.
6. The data subject can submit an (urgent) request for legal assistance, as well as a question or comment, via the website of the Processor/Controller. Such data only includes the data listed in **art. 3 paragraphs 2 and 5**, and are supplemented with crucial data for the handling of a question/request, such as case information, the question or comment and/or additional wishes, but will be deleted after handling, unless the person concerned wishes to use services that follow.

## Art. 4 – Premature checking of data

1. Processor/Controller will actively check data provided by the person concerned in the public registers. The purpose of such a check is solely to verify the accuracy of the data and to detect incorrect data.
2. In addition, the commercial capacity as well as the signing authority of the Data Subject (owner(s)) can be verified for the purpose of entering into any obligations.

## Art. 5 - Reason for processing

The data mentioned in **art. 3 paragraph 2 and paragraph 5** of this statement are required for the processing of the application or request actively submitted by a data subject, as well to be able to maintain communication with the data subject pending the execution of the request and/or the agreement, as well as to be able to carry out a possible validity check pursuant to **art. 4** of this statement.

## Art. 6 – Processing of data

1. All (personal) data that the Processor/Controller obtains from the data subject, regardless of the channel through which it has been or will be obtained, will not be kept longer than is strictly necessary for the execution of the request and/or execution of the agreement.
2. Exception to **art. 6 paragraph 1** of this statement, are data necessary to obtain a legal claim **ex. art. 17(3)(e)** of the Dutch General Data Protection Regulation.

3. Exceptions as mentioned in art. 43 of the Dutch Personal Data Protection Act (old: art. 43 Wbp) remain in full force, unless the scope, purpose and nature of an exception in the Dutch General Data Protection Regulation states otherwise.

#### Art. 7 – Security and protection of your data

1. Our email addresses are secured and protected with **BoxTrapper™** (optional), **DMARC monitoring**, **SPF authentication** and **DKIM encryption**. This means that in theory it is almost impossible for you to receive legitimate email from us that is not from us. If any of the above measures are missing in an email (with the exception of Boxtrapper™), the email will in most cases be identified as a forgery by the receiving host.
2. Outgoing letters and emails are sent with a **unique QR code** and a **verification key** that will change per period so that you can verify the authenticity of an email and letter at any time.
3. We send e-mails with content of such a nature that it can be qualified as confidential via the **Zivver™ platform**.
4. Our websites use **SSL encryption** and **TLS encryption**. The **SSL certificate** is qualified as premium.
5. If you arrive at our website and you do not see a lock or the connection is not protected with **https://**, you are almost certainly not on one of our active official websites and we advise you to leave the web page immediately and let us know as soon as possible.
6. **Hotlinking** (loading image files from another location) is **blocked on our domains**. By enabling this block, it is in practice not possible to load content (photos) from our website elsewhere on the internet, at least not from a source other than the original.
7. The content of our forms has been carefully considered. For example, we **do not ask for more information than necessary** and any particularly confidential information is not requested via forms. This therefore also means that you will **never be asked for a BSN number** via forms (!)
8. Within the organization, all laptops and networks are protected with up-to-date security technology from leading security companies. We also use fixed protocols for storing data and privacy-sensitive data is moved daily to an external medium (not connected to the internet) and removed from sources accessible to the internet.
9. E-mails with unusual attachments will not be opened unless the person concerned has agreed this with us in advance. **We will never send the person concerned foreign file formats as attachments**, unless we have agreed this in advance with the person concerned (by telephone).
10. In addition to the above measures, the forms are protected with smart technology. Our network uses multiple servers and in this way we attempt to prevent DDOS attacks and ensure optimal availability through **CDN technology**.

#### Art. 8 – Right to inspect your data

1. As soon as the person concerned has been accepted as a new (prospective) subscriber or when a question and/or request is pending, the Processor/Responsible for the execution of the current agreement or the handling of the question and/or request stores the actively provided data of the person concerned. The data subject can at any time submit a request for access to the Processor/Controller and the Processor/Responsible will comply by providing an overview to the name and address details known.
2. In addition to **art. 8 paragraph 1** it expressly imposes the obligation and care on the person concerned to keep his/her data up to date by providing changes to the Processor/Controller in a timely manner.
3. In view of the privacy of the person concerned, requests for access to data will only be provided to the address referred to in **art. 3 paragraph 2 under b and f**.

#### Art. 9 – Right to be forgotten

1. As soon as the agreement between the Processor/Controller and the data subject ends or the data subject decides to cancel an application, the data subject can submit a request to have his/her data immediately 'forgotten'.
2. A request as contained in **art. 9 paragraph 1** of this statement is always carried out, unless there is an exception as mentioned in **art. 9 paragraph 3**.
3. A request for oblivion will not be executed if:
  - a. the execution of the agreement between the data subject and the Processor/Controller can no longer be carried out properly; or
  - b. the request does not have to be executed in view of an exception such as **art. 17(3)(e)** of the Dutch General Data Protection Regulation.

# Privacy Policy

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## Art. 10 – Use of the website

1. The manager uses active hosting, the aim of which is to offer a safe environment to the data subject. The manager is committed to a secure environment and will outsource parts related to payments to specialized third parties that protect payment processes with a so-called SSL/TLS secured connection and are specialized in this.
2. The person concerned indemnifies the manager and owner (including according to SIDN) of the website against any damage arising as a result of:
  - a. a poorly secured connection(s) on the visitor's side;
  - b. the use of unsafe (public) WiFi networks;
  - c. the use of outdated virus and operating programs;
  - d. the use of a source manipulation mode;
  - e. using an unsecured connection (without: httpS://);
3. The websites are available at all times with a so-called secure SSL/TLS connection. The data subject can **recognize this connection by the lock in the address bar of the web browser.**

## Art. 11 – Data leak procedure

1. If an undesirable situation arises in which the smallest threat of (possible) data leaks exist due to the actions of a malicious party, the manager will act in accordance with processing agreement(s), meaning that the administrator:
  - a. will report the potential leak to the competent authority(ies);
  - b. will disconnect any systems from the Internet;
  - c. if necessary, will consult an IT expert to resolve the problem;
  - d. inform the person concerned without delay.

## Art. 12 – Information on the website

1. The information on the website(s) of the manager has been created with the utmost care, without prejudice to the fact that information contained in the website is based on a snapshot.
2. The information on the website(s) is always informative and indicative in nature. Furthermore, typos and spelling errors are subject to change and the content is non-binding in nature.

## Art. 13 – Use of company name and logo as reference

1. The Processor/Controller and/or the Manager have/are entitled, but only when using the services of the Processor/Controller and/or the Manager, to publish the company name and/or logo of the Data Subject on the website and/or a reference list of the Processor/Controller as well as the Manager and make it available to third parties for information.
2. If the Data Subject does not wish this, the Data Subject must inform the Processor/Controller and/or Manager in writing before using the service - without any justification being required from the Data Subject.
3. For the sake of completeness, the right in question is as contained in art. 13 paragraph 1 only limited to Processor/Controller as well as Manager and therefore no other third parties and furthermore, this right is not transferable.

## Art. 14 – Cookies

1. The website(s) use cookies for the sole purpose of making the website(s) and related technology function.
2. We have consciously chosen **PIWIK™ PRO** for the analysis of our website(s) and therefore fully comply with the GDPR and cookie guidelines and this also means that IP addresses have been anonymized for completeness.
3. In view of the above, you will not see a cookie notification on our website, because we fully respect your privacy.

## Art. 15 – Translation, complaints and questions

1. **This English translation is based on the Dutch version of the Privacy Policy. In the event of a contradiction, the Dutch Privacy Policy always apply.**
2. You have the right to file a complaint with the Dutch Data Protection Authority if the Processor/Controller and/or administrator has partially or completely not complied with.
3. For questions regarding this statement, please contact: [vragen@rechtsbijstandvoorondernemers.nl](mailto:vragen@rechtsbijstandvoorondernemers.nl)

## Need help?

Please feel free to contact us:

**CALL ME | WHATSAPP | E-MAIL**

**RechtsbijstandVoorOndernemers.nl**

**RechtsbijstandVoorZzp.nl**



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