

IMPOSTO LAWYERS - PRIVACY STATEMENT

INTRODUCTION

This is the privacy statement of IMPOSTO bv cvba with registered office at President Kennedypark 41, 8500 Kortrijk and with company number 0808 968 122 (hereafter IMPOSTO) and of each lawyer associated with IMPOSTO.

By means of this Privacy Statement, IMPOSTO wishes to inform you about the way in which it collects and processes your personal data. The Privacy Statement applies to all relationships between IMPOSTO on the one hand and its clients, suppliers, partners, prospects and counterparties on the other.

CONTROLLER AND OBLIGATIONS

The data controller of your personal data is IMPOSTO.

IMPOSTO regards your privacy as one of your most fundamental rights and therefore makes every effort to protect your privacy in the best possible way. IMPOSTO acts in accordance with the Regulation of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter also the "Regulation") and with this Privacy Statement. In addition, the lawyer's deontology includes many obligations regarding the protection of your personal data.

WHAT PERSONAL DATA DOES IMPOSTO PROCESS AND WHY?

As a law firm, IMPOSTO collects and processes various categories of personal data, including identification and contact details, financial data, family data, data relating to your criminal and legal history (if any), data relating to your professional career, etc..... This personal data may relate to you in your capacity as a customer or supplier of IMPOSTO, but also to you as a business relation of one of IMPOSTO's customers.

IMPOSTO collects and processes personal data provided directly by you to IMPOSTO as well as data that IMPOSTO obtains through other means such as a public source. In addition IMPOSTO makes use of cookies on its website www.imposto.be. Cookies are small text files that are stored on your computer or device during your visit to a website. They allow IMPOSTO to obtain statistics about the use of its website and to improve its user friendliness. You can disable the use of cookies yourself via your web browser settings, but this may result in the website no longer functioning correctly. We do not use automated data processing or so-called "profiling".

Your personal data is processed by IMPOSTO in order to achieve various goals, including the management of our general and financial administration, the management of our customer and supplier database and the provision of a correct service and the proper execution of our agreements.

ON WHAT LEGAL GROUNDS DOES IMPOSTO PROCESS YOUR PERSONAL DATA?

Article 6.1 of the Regulation sets out the legal grounds on which personal data may be processed. Below is a brief overview of the legal grounds on which IMPOSTO relies for processing personal data.

IMPOSTO processes personal data:

- Because you have given your consent: we process personal data on the basis of your express and specific consent. Your consent is free and can be withdrawn at any time;
- To comply with legal and deontological obligations: as a law firm, IMPOSTO has to comply with various legal obligations, in the context of which we are obliged to retain specific (personal) data. This is particularly the case for obligations under the Money Laundering Act (Act of 18 September 2017 on the prevention of money laundering and the financing of terrorism and on restricting the use of cash), obligations under tax legislation, and obligations under social legislation;
- In order to execute a contract: also the correct execution of the agreements with customers, suppliers,... makes it necessary to collect and process personal data. IMPOSTO always limits itself to the processing of data that is strictly necessary;
- Because both IMPOSTO and its clients have a legitimate interest in it: for example because the processing of the personal data is necessary to defend the clients' interests (in court) or for other legitimate interests which IMPOSTO or its clients and suppliers may have in processing these personal data.

WHO HAS ACCESS TO YOUR PERSONAL DATA?

Only a limited number of people, such as IMPOSTO's lawyers and IMPOSTO's employees and staff, have access to your personal data. The lawyers are bound by professional secrecy. To guarantee the protection of your personal data, the employees and co-workers are subject to a series of (contractual) obligations. For example, all IMPOSTO employees and staff are bound by a confidentiality agreement.

In addition IMPOSTO works with some third party service providers, with whom your personal data is shared to a limited extent for the purpose of further processing. IMPOSTO takes the necessary steps to ensure that these service providers will only process your personal data for the purposes and in the manner specified by IMPOSTO and that they will provide sufficient guarantees to respect and guarantee the confidentiality of your personal data.

If one of these service providers is located outside the European Economic Area, IMPOSTO will only transfer your personal data if an adequate level of protection is provided and the service provider offers sufficient guarantees regarding the security and protection of the personal data.

IMPOSTO will not make your personal data available to third parties for commercial and/or promotional purposes.

HOW LONG DOES IMPOSTO KEEP YOUR PERSONAL DATA?

IMPOSTO will retain your personal data for as long as required to fulfil its legal and/or deontological obligations, to provide its services properly or because there is a legitimate interest in retaining your personal data (for longer).

WHAT RIGHTS DO YOU HAVE REGARDING THE PROCESSING OF YOUR PERSONAL DATA?

The Regulation provides you with several rights concerning the processing of your data. For example, you can request at any time:

- access your personal data (right of access and inspection): you have the right to consult, free of charge, the data we hold on you and to find out how these data are used;
- modify your data (right to rectification): you can ask to have inaccurate data corrected and incomplete personal data;
- erase your data (right to erasure): if you believe that we are unlawfully processing some of your personal data, you can request that we erase this personal data. IMPOSTO can refuse this request if the personal data is necessary for the execution of a legal obligation, the performance of the agreement or within the framework of the legitimate interest of IMPOSTO;
- to have your data transferred (right to portability): you have the right to request that the personal data you have provided to us is transferred to you or to a third party.

In the circumstances and under the conditions set out in the Regulation, you also have the right to:

- restrict the processing of your data (restriction of processing);
- object (right to object). This means that you can request the complete 'stop' of further data processing. Among other things, there is no right to object if the processing is related to the establishment, exercise or substantiation of a legal claim.

When the processing of your data is based on a prior consent, this consent can be withdrawn at any time.

If you wish to exercise any of these rights, please send a request to info@imposto.be. In order to process your request correctly, we ask you to be as specific as possible when addressing your request and to include a copy of the front and back of your identity card.

You have the option of submitting a complaint to the supervisory authority, i.e. the Commission for the Protection of Privacy, Drukpersstraat 35, 1000 Brussels (Tel. 02 274 48 00, Fax. 02 274 48 35, commission@privacycommission.be).

UPDATE OF PRIVACY STATEMENT

IMPOSTO reserves the right to make changes to its Privacy Statement. It is therefore recommended that you regularly consult our Privacy Statement to keep yourself informed of these changes.

QUESTIONS OR COMPLAINTS

IMPOSTO is responsible for processing your personal data and ensures its confidential treatment. If you have any questions or complaints about the way IMPOSTO processes your personal data or would like more information about the content of the Privacy Statement, you can always contact IMPOSTO:

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