

## Privacy Statement Poët of April 2024

### Artikel 1 Legal entity

- 1.1. This is the privacy statement of Poët Advocaten B.V., registered in the Commercial Register of the Chamber of Commerce under number 67970427, located at Herengracht 374 (1016 CH) in Amsterdam (hereinafter: 'Poët'). Herein you can read how Poët handles the processing of personal data as referred to in the General Data Protection Regulation (hereinafter: 'GDPR').

### Artikel 2 Purpose

- 2.1. Poët processes personal data of (potential) clients, relations and referrers, suppliers and job applicants. Poët does so for the purpose of providing legal services, including advice, mediation and referral, as well as conducting (legal) proceedings. Poët also processes personal data for fee collection, recruitment and selection purposes, marketing and communication purposes, improving its services and to comply with laws and regulations. In this context, the following personal data are processed, inter alia: (a) name, address, place of residence; (b) telephone number, e-mail address; (c) information contained in Poët's files; (d) other personal data provided by you, such as a copy of passport or identity card on which the BSN number is illegible.

### Artikel 3 Principles

- 3.1. Poët processes your personal data on at least the following principles under the GDPR: (a) entering into and performing an agreement, and/or (b) a legal obligation, and/or (c) a legitimate interest or consent.

### Artikel 4 Sharing with third parties

- 4.1. Your personal data is stored in a digital file and may appear in e-mails sent or received by Poët. If Poët has personal data processed by a third party (such as an ICT provider), Poët will, if necessary, enter into a processing agreement with this processor that complies with the GDPR. Third parties engaged by Poët, who offer services as processors, are themselves responsible for the (further) processing of your personal data for compliance with the GDPR. This could include an accountant, bailiff, notary, or an expert.
- 4.2. Poët may additionally provide your information to third parties if this is necessary to carry out the assignment you have provided. For example, Poët may provide your file to a judge or mediator, as well as to another lawyer who is acting as a practitioner. Poët may also be required by law, or forced by a court, to provide personal data to, for example, a regulator.
- 4.3. If you, or any other party, file a complaint against a Poët lawyer that relates to the handling of a file containing your personal data, your personal data may be provided to the dean of the Amsterdam Bar Association, the Disciplinary Board and the Disciplinary Appeals Tribunal.

### Artikel 5 Security

- 5.1. Taking into account the state of the art, Poët ensures appropriate technical and organizational measures in order to guarantee a security level appropriate to the risk.

### Artikel 6 Retention period

- 6.1. Poët retains personal data processed no longer than necessary for the aforementioned purposes of data processing, or as required under laws and regulations.
- 6.2. Poët retains its files and the personal data contained therein for a minimum of seven years and a maximum of twenty years after the end of your case, in connection with the maximum statute of limitations. In exceptional cases, Poët will keep a file longer than twenty years, for example if the statute of limitations is interrupted or if the handling lawyer believes that there is another legitimate interest in keeping the file longer.
- 6.3. Poët retains its records, including invoices and other records on which the parties' personal information is listed, for a period of seven years after the end of the fiscal year in order to comply with tax retention requirements.

### Artikel 7 Your rights

- 7.1. You have the following rights with regard to (the processing of) your personal data: inspection, correction, restriction, opposition, transferability, deletion or withdrawal of previously granted permission. You can send a request to Poët. You will receive further notice from Poët within four weeks of receiving your request. Poët may first ask you for identification in response to your request. For more information about these rights and when you can exercise them: see Articles 15 to 20 GDPR.
- 7.2. Incidentally, there may be circumstances in which Poët cannot or cannot fully comply with your request. These include the duty of confidentiality of lawyers and legal retention periods.

**Artikel 8 Changes**

8.1. Poët may change this privacy statement. The most recent version is posted at [www.po-et.nl](http://www.po-et.nl).

**Artikel 9 Questions and contact**

9.1. You can contact Poët at telephone number 020-2050215 or e-mail address [info@po-et.nl](mailto:info@po-et.nl) if, after reading this privacy statement, you still have questions about the way Poët handles personal data, or if you wish to exercise your rights set out in this privacy statement under the GDPR or other laws and regulations on personal data, or if you wish to lodge a complaint about the use of your personal data. If you are not satisfied with the handling of your complaint or if you prefer not to submit your complaint to Poët, you can also submit it to the Dutch Data Protection Authority, via the website: [autoriteitpersoonsgegevens.nl](http://autoriteitpersoonsgegevens.nl).