

PRIVACY AND PERSONAL DATA PROTECTION POLICY

1 PREAMBLE

"SHAPE law firm " limited liability company (SRL) (CBE number 0719.320.623 - hereinafter the "**Law Firm**") attaches great importance to the protection of your personal data and undertakes to comply with the provisions relating to the protection of personal data (hereinafter "data") in force in Belgium, including the General Data Protection Regulation, 2016/679 (hereinafter "**GDPR**").

With a view to protecting your data, the Law Firm remains at your disposal for any questions or comments in this regard.

The Law Firm ensures a suitable level of technical and organisational security of your data, in order to protect you from any data breach, including loss, destruction, public disclosure, unauthorised access or misuse. However, if you become aware of any data breach or if you suspect one, we kindly ask you to report this to us immediately.

2 FOR WHOM IS THIS STATEMENT INTENDED?

2.1 This statement is intended for natural persons who come into contact with us, including those who:

- Browse our website;
- Request information about the services of the Law Firm;
- Are the clients (including in the context of judicial mandates, etc.) of the Law Firm;
- Work for the clients of the Law Firm, or with its suppliers;
- Are intervening parties in cases handled by the Law Firm.

2.2 The Law Firm informs you that your data will be used in accordance with this data protection statement as well as the data protection and privacy provisions in force in Belgium.

3 WHAT DATA IS PROCESSED BY THE LAW FIRM AND FROM WHERE DO THEY ORIGINATE?

3.1 The Law Firm collects the processed data through various channels. Either directly from you, or from a judicial or administrative authority, from an intervening party (opposing party, etc.) in the context of a dispute, or from an insurance company intervening in the defence of your interests (professional liability, family liability, legal protection, etc.).

3.2 Certain data can also be validly collected if they are publicly available or if you yourself have made them publicly available on public/social media (such as LinkedIn, Facebook, etc.);

3.3 The following categories of data are processed:

- **Identification data:** surname, first name, private address, e-mail address, telephone number, gender, date and place of birth, civil status, nationality, passport photograph, identity card;
- **Bank details:** account number, including specific account statements, notices of assessment, and household composition, or any document attesting to your financial situation;
- **Data relating to the dispute/case** (including judicial or law enforcement cases) entrusted to the Law Firm may be data from specific categories depending on the type of case.

4 WHY DOES THE LAW FIRM PROCESS YOUR DATA?

4.1 Depending on the data collected and processed, the purposes differ. The Law Firm processes your data:

- In the context of defending your interests or those of the legal entity or natural person for whom you are intervening;
- In the context of fulfilling the Law Firm's contractual or pre-contractual obligations towards you or towards the legal entity or natural person for whom you are intervening;
- For invoicing purposes;
- To defend the Law Firm in the event of litigation between the latter and yourself;
- To send you newsletters, if any.
- To verify any conflict of interest.

5 WHAT ARE THE GROUNDS FOR THE LEGALITY OF THE PROCESSING OPERATIONS OF THE LAW FIRM?

Depending on the intended purpose, the Law Firm processes your data on the basis of:

- Legal obligations incumbent upon it in the context of its activities. The law requires it to process certain personal data. This applies to its accounting obligations and its duty to defend your interests;
- Its contractual or pre-contractual obligations towards you;
- The legitimate interest of the Law Firm, when it is required to keep your data in order to initiate, exercise or substantiate possible legal proceedings, but also to send you its newsletter, if any;
- In certain very specific cases, the Law Firm may be required to process your data on the basis of your consent.

6 WITH WHOM DOES THE LAW FIRM SHARE YOUR DATA?

- 6.1 Any sharing of data is done within the limits of professional secrecy, ethical rules and the present statement.
- 6.2 The data listed above are accessible to the members of the Law Firm, to any colleague, acting as an associate or specialist lawyer, or to any technical council to the extent strictly necessary for the performance of the obligations of the Law Firm.
- 6.3 The Law Firm may pass on your data to judicial or administrative authorities or court officials in the context of defending your interests and to the extent necessary.
- 6.4 The Law Firm may pass on your data to any opposing parties in the context of defending your interests and to the extent necessary.
- 6.5 The Law Firm may, where appropriate, transmit your data to banking or insurance companies in the context of defending your interests, including "legal defence" insurance and to the extent necessary.
- 6.6 The Law Firm may be required to transmit the collected personal data to the authorities or entities established by law, decree or any applicable regulatory provision.
- 6.7 The Law Firm may also share certain data with its co-contractors, qualified as "processors" within the meaning of the legislation, to the extent strictly necessary for the operation of computerised or non-computerised applications or management systems to which the Law Firm has subscribed. The list of processors, their field of activity, the purpose pursued and, if applicable, the country in which the data is processed and hosted are available upon first request.
- 6.8 The Law Firm may share your data with the bar association to which the Legal Aid Office (BAJ in French) you have consulted belongs.

7 HOW LONG DOES THE LAW FIRM KEEP YOUR DATA?

- 7.1 The Law Firm will not store your data beyond a period of 10 years necessary to meet its legal or contractual obligations (tax requirements, professional liability, Law of 18 September 2017 on the prevention of money laundering and terrorist financing and on the limitation of the use of cash, etc).
This period shall commence at the end of your relationship with the Law Firm.
- 7.2 In the event of litigation, the data shall be kept beyond the above-mentioned period, for legal defence purposes. In such cases, retention of the relevant data may be extended to the extent necessary to handle the litigation, and until the resolution of the litigation.
- 7.3 The Law Firm shall retain the necessary identification data, in order to verify any possible conflict of interest in the context of its activities.

8 DOES THE LAW FIRM TRANSFER YOUR DATA OUTSIDE THE EUROPEAN UNION?

- 8.1 Transfers of data to a country outside the Union shall only be authorised if, and only if:
 - the European Commission has issued a decision granting an adequate and equivalent level of protection to that provided by European legislation. Personal data shall be transferred on this basis.
 - the transfer is covered by an adequate measure granting a level of protection equivalent to that provided for by European legislation, such as standard clauses of the Commission, or consent.

9 WHAT ARE YOUR RIGHTS?

- 9.1 Unless a legal provision in force in Belgium does not allow it, including the GDPR, or if professional secrecy prevents it, under the regulations you have the following rights:



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- The right of access, at reasonable intervals, including the right to know whether the Law Firm is processing your data;
- The right to receive, at reasonable intervals, a copy of your data that is the subject of the processing unless it infringes the rights and freedoms of others;
- The right to have a copy of the processed data;
- The right to rectify the processed data;
- The right to object to the processing of the data;
- The right to restrict the processing of the data;
- The right to the erasure of the processed data;
- The right to the portability of processed data;
- The right to lodge a complaint with the Data Protection Authority:

<https://www.dataprotectionauthority.be/>

Rue de la Presse 35, 1000 Brussels

Phone: +32 (0)2 274 48 00

Fax: +32 (0)2 274 48 35

E-mail: contact@apd-gba.be

9.2 You may exercise your rights by contacting the Law Firm at the following e-mail address: info@lhp-law.be or by post at the following address: Avenue Charles Madoux 9, 1160 Auderghem.

10 COOKIE POLICY

The Law Firm uses "cookies" on its website(s). A cookie is a code in the form of a file stored on your computer. These cookies can then be recognised during a subsequent visit to the site. Cookies help the Law Firm improve the site, facilitate your browsing, offer you targeted advertising or analyse its audience.

To find out more about the Law Firm's cookie policy, please visit our website under the tab "Cookie policy".

You can then consent to all or part of the cookies.

11 MODIFICATIONS

At any time, for various reasons, the Law Firm may make corrections, additions or modifications to this data protection and privacy statement. The most current version is always available on our website.