



INFORMATION IN CONNECTION WITH THE GENERAL DATA PROTECTION REGULATION (THE “INFORMATION LETTER”)

1. In connection with an instruction provided to us and possible extensions and amendments thereof, we make use of personal data which are provided to us in connection with that instruction. Furthermore we may make use of your personal data in connection with new instructions from others in order to verify whether there are any conflicts of interest (with you as a former or present client). In view of section 6 paragraph 1 (b) and/or (f) of the General Data Protection Regulation (EU) 2016/679 of the European Parliament and the Council (the “GDPR”) this use of your personal data is legitimate.
2. If you desire to authorise us to process your personal data with a view to offering our services in the future (including information on developments in the legal domain) and in case which in our opinion might be of interest for you, you can specifically allow us to use your personal data for that purpose. As long as your permission is valid, the processing of your personal data by us for this purpose is legitimate in view of section 6 paragraph 1 (a) of the GDPR.
3. In case you default in paying our invoices, we are authorised to process your personal data to third parties who may be instructed by us with the collection of the invoices, such as a bailiff or a collection agency. We are also authorised to process those data to an organisation which undertakes to register non-paying clients of law-offices for the benefit and information of law-offices connected to such organisation. This processing of your personal data is legitimate in view of section 6 paragraph 1 (a) and/or (f) of the GDPR.
4. We inform you as follows in accordance with Section 13 of the GDPR:
 - a. We are the controller with respect to the processing of your personal data and the personal data of others which we collect in respect of an assignment. We can be contacted through info@koopmanslaw.nl.

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Bank account Law Office: NL90 INGB 0004 2428 29 in the name of Advocatenkantoor RHJ Koopmans (only for payment of invoices). Bankaccount foundation for client monies: Stichting Beheer Derdengelden Advocatenkantoor RHJ Koopmans: NL 27 ABNA 057 262 35 69 (in all other cases).



- b. We collect personal data pursuant to an assignment because these data are necessary for the execution of such assignment or with a view to taking measures prior to concluding an assignment agreement.
- c. We also collect personal data because these are necessary in order to comply with legal obligations applicable to us, such as anti-moneylaundering legislation, anti-terrorism legislation and the Regulation applicable to solicitors in The Netherlands.
- d. We collect personal data as well in order to protect vital interests of the relevant person or of (other) involved natural persons, even if this is not within the ambit of an assignment to us.
- e. We also collect personal data which are necessary for the protection of our justified interests or of the justified interests of third parties (not being (legal) persons whose interests conflict with the interests of our clients or of the Rabo-organisation) and unless the interests of the data subject or the interests of others or their fundamental rights and freedoms which require the protection of their personal data carry heavier weight than our interest or the interests of such third parties. These justified interest are conducting legal procedures or to act in disciplinary cases as plaintiff or defendant in connection with the execution of an agreement as well as, whether in or out of court, requiring the performance of agreements made with ourselves or our clients, including but not limited to the performance of financial obligations.
- f. Furthermore we process personal data on the basis of specific and explicit consent given by telephone, mail, whatsapp or otherwise given permission in writing or electronically for the specific purposes mentioned in or in the context of such permission.
- g. In as far as it is necessary or desirable with respect to an assignment given or to be given to us that we process specific categories of personal data or personal data relating to criminal convictions and offences (as referred to in the GDPR), you may give us specific authorisation to do so, without prejudice to our right to process such specific categories of personal data and/or data relating to criminal convictions and offences also on any of the other grounds as mentioned in paragraph 2 of section 9 of the GDPR or the articles 22 up to and including 33 of the Dutch Act implementing the GDPR. The



specific categories of personal data are personal data which reveal the following information:

- Racial or ethnic origin;
- Political opinions;
- Religious or philosophical beliefs;
- Trade union membership;
- Genetic data;
- Biometric data for the purpose of uniquely identifying a natural person;
- The health of a natural person;
- A natural person's sex life or sexual orientation.

You may always withdraw this consent by informing us in the same manner that your permission is no longer applicable.

- h. We transmit personal data to third parties in as far this is required or desirable in connection with the assignment given to us and this is not contrary to our confidentiality obligation.
- i. We make use of the following service providers who in view of the nature of their service may have access to personal data (and with whom we have concluded, to the extent applicable, a processing agreement and who are bound to confidentiality corresponding to our own confidentiality obligations):
 - DRV auditors in Oud-Gastel with a view to auditing our books, preparing our annual accounts and assisting in our tax reporting;
 - Zite Media in Delft in respect of our web-and emailhosting;
 - Urios B.V. in Alkmaar in respect of our office and file administration;
 - RFCIT in Alkmaar in respect of IT-services provided to our office;
 - The Office Operators at Schiphol in view of domiciliation, secretarial and other office services provided to our office;
 - Post NL, DHL, Falk couriers and other mail and courier companies in view of delivering mail;
 - Other service providers replacing or supplementing abovementioned service providers, whether or not systematically or just in incidental cases.



- j. Furthermore the following institutions and relevant persons may have access to personal data:
- The Council for Legal Assistance (“*Raad voor de Rechtsbijstand*”) if we require on your behalf financial assistance from the Dutch State in relation to our services;
 - The Dutch Bar Association (“*Nederlandse Orde van Advocaten*”) in The Hague and the Amsterdam Bar Association (“*Amsterdamse Orde van Advocaten*”) in Amsterdam and, if applicable, their respective deans and staff in connection with the supervision on ourselves and, where required by us, for the purpose of receiving advice from the dean;
 - Justice in connection with the conduction of legal procedures;
 - Arbitral institutes in connection with the conduction of arbitral procedures;
 - Mediators in connection with mediation procedures;
 - The tax authorities with a view to inspecting or tax returns;
 - If applicable also other institutions such as communities, provinces and other authorities;
 - If applicable counterparties and other relevant persons.
- k. We are authorised to transmit personal data to parties abroad, if this is required or desirable in view of the assignment given to us or if we are obliged to do so pursuant to a rule applicable in The Netherlands.
- l. We draw your attention to the fact that by the use of certain means of communication, such as Whatsapp, Dropbox, We Transfer or email addresses such as @hotmail.com and @icloud.com foreign parties, authorities and unauthorised persons may possibly have access to the relevant services, information and personal data. By using those means of communication you indicate that you do not object thereto and you authorise us explicitly to react in the same manner. We inform you specifically that we hold good and safe alternatives available for Dropbox and We Transfer, such as a shared file system of RFCIT. If required we can also make use of encrypted email technology.
- m. If you provide us with personal data in view of an existing or anticipated agreement with ourselves, such provision is then primarily a contractual obligation pursuant to such existing or anticipated agreement and then such provision is a necessary condition for



concluding and/or performing such agreement. Furthermore the provision of personal data is based on legal obligations (such as the laws to prevent moneylaundering and financing terrorism and the Regulation applicable to solicitors in The Netherlands (the “*Verordening op de Advocatuur*”).

- n. We do not make use of any systems pursuant to which decisions are made automatically.
- o. We draw your attention to the fact that you have the right to:
- Ask ourselves for insight in and/or correction of your personal data and/or deletion of your personal data or a restriction in processing of your personal data by ourselves;
 - Object to the processing by or on behalf of ourselves of your personal data;
 - Ask us to transfer your personal data to another party;
 - Withdraw at any time your consent to the processing of your personal data in as far as we process your data on the basis of such consent;
 - Complain with the Dutch Data Protection Authority (de “*Autoriteit Persoonsgegevens*”) or the Dutch Bar Association (de “*Nederlandse Orde van Advocaten*”) or the Amsterdam Bar Association (de “*Amsterdamse Orde van Advocaten*”).
- p. Upon an assignment being executed or terminated we will close our files. We will keep those files, either physically or electronically or both, for another year. After such period we are entitled to destroy the files, unless we have made other written arrangements with the relevant client. In case of pending or threatened procedures for which the file is or may be relevant or in case we are obliged thereto on the ground of laws or regulations or the nature of the relationship or if we deem it advisable to maintain the file for a longer period, we are authorised to keep the file available.