

PRIVACY POLICY

September 2023

1. Van Gompel Advocaten BV: Data Controller

VAN GOMPEL ADVOCATEN BV, with its registered office at 3500 Hasselt, Belgium, Genkersteenweg 429, company number (KBO) 0711.725.721, and RPR Antwerp, dep. Hasselt ("**VGA**" of "**we**") will, in her capacity as data controller as in article 4.7 of the General Data Protection Regulation 2016/679 of 27 April 2016 ("**GDPR**"), be responsible for the processing and protection of your personal data. VGA will process this data in accordance with the applicable laws, in particular the GDPR and subsequent privacy policy.

This privacy policy, which should be read in conjunction with our cookie policy, will inform you about the processing of your personal data by VGA.

2. Overview of processing

Which data do we process?	How do we obtain these data?	How long do we keep these data?	On what legal basis?
Browser and session data	Directly from the data subject through the placement of cookies.	See our cookie policy.	Your consent or our legitimate interests.
Data shared through our social media	Directly from the data subject or on his or her user profile.	See the privacy policy of the concerned social media channel.	Your consent or our legitimate interests.
Contact and billing data / data related to legal files	Through direct contact with or by the data subject (data relating to clients or applicants)	For as long as required for the processing purposes.	Your consent, performance of a contract or our legitimate interests.
Selection and recruitment data	or via a third party (data relating to non-clients).		

For questions, complaints or requests regarding (the processing of) your personal data, this privacy policy and/or our cookie policy, please contact:

VGA via telephone at +32 11 281 280
or via info@vga.law

OR

the Data Protection Authority (DPA)

by email to contact@apd-gba.be,

by mail (GBA, Drukpersstraat 35, 1000 Brussel)

or via the following link

<https://www.dataprotectionauthority.be/citizen/actions/lodge-a-complaint>

3. Which personal data do we process, for what purpose and why can we do this?

BROWSER AND SESSION DATA OF WEBSITE USERS

We collect the following browser and session data **by means of cookies when you use our website:** the type of internet browser, user status, language preference, date and time of your visit, domain name or website through which you reached our website, number of visits, IP address, average time spent on our website and the pages visited.

What for (purposes)?	This is allowed on the basis of (legal basis):
Technical and functional management of our website (essential and functional cookies)	Our legitimate interests, particularly the provision of a secure and well-functioning website (essential cookies)
Evaluating the effectiveness of our website and following the use and/or surfing behaviour of its users (analytical cookies)	The consent given by you (functional, analytical, and marketing cookies).
GOOGLE ADS	
VGA uses the services of Google Ireland Limited (Gordon House, Barrow Street, Dublin 4, Ireland) for Google Ads. When you use Google Ads to access our website, after agreeing to the terms of use of the Google search engine, Google activates certain marketing cookies on our website. This is in order to register that you are visiting us after using Google Ads.	
<ul style="list-style-type: none"> You can find more information in our cookie policy and in the Google policy, available at this link: https://business.safety.google/adscookies/. VGA is joint controller of the processing of your personal data (art.26 AVG) when these marketing cookies are activated. Google and VGA signed a joint controllership agreement, available at: https://business.safety.google/adscontrollerterms/. This agreement establishes that every controller, namely Google and VGA, will attend to the data subject requests concerning the part of the processing for which they are respectively responsible. The Google privacy notice with all information concerning the processing of your personal data by Google is available at: https://policies.google.com/privacy 	

(CONTACT AND BILLING) DATA OF OUR (FUTURE) CLIENTS

We collect the following contact and billing data from (prospective) clients (and/or their team) **who contact us (by telephone, email, or via the contact form on our website) or use our services**: name, address, telephone number, email address, VAT and/or KBO number, invoicing data and other personal data related to the files.

What for (purposes)?	This is allowed on the basis of (legal basis):
Answer questions or reply to requests for information.	Our legitimate interests, in particular the ability to respond to your questions.
Providing our legal services.	Execute an agreement made with clients. Some data we need to process in order to be able to provide our services.
Improving our products, services, and customer service.	Our legitimate interests, i.e., the ability to improve our products, services, and customer service.
Compliance with our legal and/or tax obligations, such as creating accounting records and invoices.	Compliance with legal obligations.

(CONTACT) DATA OF NON-CLIENTS (OPPONENTS)

We process the following (contact) data of counterparties (counterparty) (and/or their team), **which we have obtained from our clients and/or fellow lawyers**: name, address, telephone number, email address, VAT and/or KBO number, and other personal data related to the file.

What for (purposes)?	This is allowed on the basis of (legal basis):
Looking after our clients' interests and defending their rights (in and out of court).	Our legitimate interests, i.e., perform our assignment and carry out our commercial activities.

SELECTION AND RECRUITING DATA OF APPLICANTS

We collect the following selection and recruitment data **when one is applying to VGA via our (group)website, email and or by telephone, or other channels (campus interviews, job fairs etc.):** name, address, telephone number, email address, date of birth, curriculum vitae, and other documents and/or data that candidates provide us with.

What for (purposes)?	This is allowed on the basis of (legal basis):
Processing, managing and, where appropriate, following up on incoming applications.	Our legitimate interests, i.e., personnel management.

CONTACT AND OTHER DATA OF OUR SUPPLIERS

We collect the following contact and other data, among other things, from suppliers (and/or their team) **when we negotiate and conclude commercial contracts with suppliers:** (company) name, company form, address, telephone number, email address, VAT number and/or KBO number.

What for (purposes)?	This is allowed on the basis of (legal basis):
Using the services of our suppliers.	Our legitimate interests, in particular the use of third-party services.

DATA SHARED THROUGH SOCIAL MEDIA

When you post or share information on social media, the privacy policies of the social media providers will apply as far as the data processing by these social media providers is concerned.

VGA has an account, channel or (fan)page on LinkedIn, Instagram, Facebook, and YouTube (posting of videos) and is administrator of these accounts, channels or (fan)pages. As such, VGA is joint controller of the processing of your personal data when (art. 26 AVG): **(i) VGA reposts your publications or interacts with you through these social media channels (e.g., via comments), (ii) you post or share information on the VGA social media accounts, pages, or channels, and (iii) VGA consults information concerning you through your (public) profile or on the pages of third parties/users.**

So, these social media providers and VGA reached an agreement on their joint controllership rising from the aforementioned data processing flows, in order to fulfil the AVG requirements. Below, VGA provides you with more information on the personal data processing and the respective roles of VGA and the social media providers.

<p>Why does VGA use your personal data on social media (purposes)?</p> <p>VGA uses the information provided by you on our social media accounts, pages, or channels, as well as the information you have made publicly available in your profile or the profile(s) and/or page(s) of others, exclusively for contacting you, if you requested us to do so and/or interact with you on social media regarding posts or topics of interest to us.</p> <p>VGA will not (i) store your personal data outside the concerning social media platform nor (ii) use your personal data for any other type of marketing or publicity.</p> <p>VGA will only share your information through the social media platform itself. The only category of recipients of your information are the users of the social media platform concerned and people who are non-users with access to these platforms.</p> <p>Will VGA also use statistical information generated by the social media platforms (purposes)?</p> <p>Social media providers generate statistical information on how its users use our (fan) page, account or, channel. This information is presented to us in anonymized formats. It does not allow us to draw conclusions regarding a specific individual user. Examples are the number of visits to our page, location and gender of the users/visitors, number of new followers etc.</p> <p>We use this anonymized information to evaluate the success rate of our page, account, channel, and posts.</p>

Apart from what is stated in this privacy policy, VGA has no influence whatsoever on nor is VGA involved in the processing of your personal data related to your activity, your page, account, or channel on social media.

<p>Facebook & Instagram (Meta Platforms Ireland Limited)</p> <p>The agreement on the joint controllership between VGA and Meta Platforms Ireland Limited (joint controller of VGA for Facebook and Instagram) is available at the following link: https://www.facebook.com/legal/controller_addendum.</p> <p>This agreement established that Meta Platforms Ireland Limited will attend to all data subject requests concerning personal data and/or rights granted by articles 15-20 of the AVG..</p> <p>The information which Meta Platforms Ireland Limited is required to provide as joint controller in accordance with articles 13(1)(a) and (b) AVG is set forth in its privacy policy, which is available for consultation on the following link : https://www.facebook.com/about/privacy. This policy includes information on the legal basis for (data) processing by Meta Platforms Ireland Limited and how you can exercise your rights.</p>
<p>LinkedIn (LinkedIn Ireland Unlimited Company)</p> <p>The agreement on the joint controllership between VGA and LinkedIn Ireland Unlimited Company (joint controller of VGA for LinkedIn) is available at this link: https://legal.linkedin.com/pages-joint-controller-addendum.</p>

This agreement established that LinkedIn Ireland Unlimited Company will attend to all data subject requests concerning personal data and/or rights granted by the AVG.

You can find the privacy policy of LinkedIn Ireland Unlimited Company including all information concerning its processing of your personal data and how you can exercise your rights at the following link: <https://www.linkedin.com/legal/privacy-policy>.

YouTube (Google Ireland Limited)

The agreement on joint controllership of VGA and Google Ireland Limited (joint controller of VGA for YouTube) is available at this link: <https://business.safety.google/controllerterms>.

This agreement establishes that every controller will attend to the data subject requests concerning the part of the processing for which they are respectively responsible.

You can find the privacy policy of Google Ireland Limited, including all information concerning its processing of your personal data and how you can exercise your rights at the following link: <https://policies.google.com/privacy>.

4. Processing for direct marketing

We process the personal data of existing clients and business relations for direct marketing purposes of similar services and products via e-mail. This in the form of a newsletter and/or mailing. This processing is based on **our legitimate interest**, in particular the promotion of new services, products, seminars, and events.

Permission/consent will be requested for direct marketing to other categories of persons, prior to the processing of personal data, for example when subscribing to our newsletter or after explicit acceptance of this privacy statement (e.g., via the opt-in on our website).

The absence or withdrawal of your consent for direct marketing **will not have a negative impact** on our services to you or on your access to our website.

Do you no longer want to receive direct marketing?

You can withdraw your consent for ALL purposes, including direct marketing, withdraw at any time by informing us at:
+32 11 281 280 or info@vga.law

5. Retention period

VGA does not store your personal data for longer than necessary for the processing purposes (see point 3) or as provided in our cookie policy unless VGA is required by law or court to keep the data for a longer period.

In the case of candidate applicants, we will store the personal data in our files for a maximum of 1 year in order to be able to inform the candidate applicants about any future and/or more suitable vacancies or vacancies.

6. Access to your personal data

VGA will treat your personal data confidentially. Unless the law or a court order imposes this on us, we will not transfer your data to third parties.

We sometimes use services and products from third parties (see below), who may gain access to (certain elements of) your personal data in order to provide their services or products. For example, for the maintenance and hosting of our website, marketing campaigns, legal software for managing clients and files, transferring legal documents and correspondence (for example, serving a summons).

VGA will conclude a processing agreement (as referred to in art.28 of the AVG) with these third parties. They hereby guarantee, among other things, that they will take the necessary technical and organizational measures to adequately protect your personal data and to only use your data in the context of and/or to realize the purposes provided for in this privacy policy.

(Categories of) recipients within the EEA

- Vevida BV (hosting website)
- Informa Europe BVBA (IT)
- Legal Consulting Group BV (IT)
- Geecon IT Solutions (IT)
- Feagle (marketing)
- Notaries and bailiffs
- Fellow lawyers and/or law firms
- Accounting and tax consultants
- Lawyers-employees and staff of VGA and of other members of the VGA Euregio Group
- Wolters Kluwer (legal software)
- VGA Euregio (HR and invoicing)

Data exchange with Google

VGA uses the services of Google Ireland Limited (Gordon House, Barrow Street, Dublin 4, Ireland) for Google Analytics. Therefore, Google will have access to your personal data. Google may share your data with third parties within or outside the EEA. Here you will find our agreements with Google regarding (i) their role as processor and (ii) their subsequent data transfers respectively.

- i. <https://business.safety.google/adsprocessor/terms/>
- ii. <https://business.safety.google/adsprocessor/terms/sccs/eu-c2p/>

VGA also uses the services of Google Ireland Limited for Google Ads (see 3). It is possible that Google collects your data via Google Ads and exchanges this personal data with third parties within or outside the EEA. Here you will find the agreement with Google in this regard: <https://business.safety.google/adscontroller/terms/sccs/eu-c2c/>

7. Protective measures

VGA takes appropriate technical and organizational measures to protect your personal data against unlawful and/or accidental destruction, damage, or loss as well as against unauthorized processing, access, or transfer.

8. Your rights concerning your personal data and how to exercise them

Regarding your personal data, you have the right, free of charge, to:

- Access to and inspection of your personal data and all information related to its processing;
- Correction of incomplete or inaccurate personal data;
- Deletion your personal data and limit their processing;
- Objection to all or certain purposes, in order for VGA to cease processing;
- Withdrawal of consent;
- Transfer of your personal data;
- Filing a complaint with the GBA (see 2).

How do you exercise your right(s)?

By transferring a copy of a valid ID to VGA
by e-mail at info@vga.law

OR

by mail to:
Genkersteenweg 429
3500 Hasselt, België.

If you do not wish to give us permission to process your data and/or withdraw your previous permission for this, it is possible that:

- You may not have access to (all or certain) tools on our website;
- We cannot offer you all our services;
- As a result, we will no longer be able to fulfil (all) our contractual obligations towards you.

This will not affect the lawfulness of the processing based on your previous consent.

We will implement your requests to exercise your rights as soon as possible and at the latest within 15 working days.

**VGA reserves the right to change this privacy statement at any time.
Important changes will be announced on our website.**

For this reason, please also check our website regularly.