

PRIVACY STATEMENT

Your privacy is important to us.

We process your personal data in accordance with the applicable data protection regulations, in particular the General Data Protection Regulation 2016/679 of 27 April 2016 ("GFPR"), as well as this Privacy Statement.

This privacy statement provides you with more information on what personal data we process, why we process it, how we obtain it, how long we keep it and with whom we share it.

| | |
|--------------------------------------|---|
| 1. IDENTITY AND CONTACT DETAILS..... | 2 |
| 2. OBJECTIVES | 2 |
| 3. SECURITY..... | 8 |
| 4. RIGHTS..... | 8 |
| 5. UPDATES | 9 |

1. **IDENTITY AND CONTACT DETAILS**

The controller of your personal data is :

Nathalie MALANDA
(Rue) Dieudonné Lefèvre (straat) 17, 1020 Brussels, Belgium
Company number: BE 0628.645.419

If you have any questions about the processing of your personal data, you can always contact us:

- via regular mail: to the above address, indicating "Privacy" as subject matter
- via e-mail: info@nathaliemalanda.com
- via telephone: +32 (0) 28.97.17.66

2. **OBJECTIVES**

We process your personal data for one or more of the following purposes:

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| Customer management | |
| <i>Legal services</i> | <i>Compliance with laws and regulations applicable to the legal profession</i> |
| Internal organisation and management | |
| <i>B2B management</i> | <i>Invoicing and accounting</i> |
| Litigation management | |
| Communication and marketing | |
| <i>Newsletters and other commercial communications</i> | <i>Website</i> |
| <i>Organisation of seminars and events</i> | |
| Access control and camera surveillance | |

Below, we set out what personal data we process, why we process them, how we obtain them, how long we keep them and with whom we share them for each purpose.

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| Customer management |
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1) **Legal services**

In order to provide legal services to our clients, we may process your personal identification data (name, (business) address, e-mail address, telephone number...), governmental identification data (identity card number, passport number, driving licence number, pension number, number plate, company number, VAT number...), financial data (bank account number, method of payment), and personal characteristics (date of birth, place of birth, gender, language, nationality). We may also process other personal data that the client shares with us when handling a case. We may process sensitive personal data (e.g. personal data revealing your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data

concerning your health or data concerning your sex life or sexual orientation) or personal data relating to criminal convictions and offences.

These data enable us to provide legal advice, draw up legal acts and documents, represent our clients in court, in arbitration or before administrative or similar bodies, provide assistance in negotiations and/or in concluding contracts, provide assistance in mediation, provide assistance in police or similar hearings, take on various mandates (curator, debt mediator, administrator, etc.), offer legal training, etc.

The legal basis for the processing of personal data is:

- With regard to private clients: the conclusion or performance of a contract for the provision of legal services (Article 6, §1, (b) GDPR);
- With regard to contact persons of professional clients and third parties: a legitimate interest in being able to provide legal services to our clients (Article 6, §1, (f) GDPR).

We obtain these personal data directly from the data subject and/or via a third party.

For the provision of legal services, we will retain your personal data for up to 10 years plus a verification period of 1 year after the closure of the relevant file.

We share this personal data, where appropriate, with judicial and police authorities (i.e. courts and tribunals, bailiffs, the Public Prosecutor's Office and police authorities). In addition, within the framework of defending the client's interests, we share these personal data with the opposing party's lawyer(s) or with the opposing party if the latter acts without the assistance of a lawyer or, if necessary, with a substitute lawyer. When a client is assisted through the second-line assistance (so-called "pro deo" assistance), and legal aid, personal data is also shared with the Legal Aid Office of the Bar Association and, where applicable, of the competent court. In addition, we share these personal data, where appropriate, with banking or insurance institutions. Pursuant to a court order, we may also be obliged to share these personal data with a technical adviser, an expert or a judicial mandatary (i.e. notary public, judicial administrator, ...) who has been appointed by judgment or decree. In addition, third parties with whom we cooperate for the storage and management of our data also have access to this personal data (IT providers). A list of these third parties with whom we cooperate is available upon written request.

2) Compliance with laws and regulations applicable to the legal profession

In order to comply with laws and regulations applicable to the legal profession, we may process your personal identification data (name, (business) address, e-mail address, telephone number), national registry number, identification data issued by the authorities (identity card number, passport number, company number, VAT-number, etc.); financial data (transactions for or on behalf of the client); personal characteristics (date of birth, gender, language, nationality); judicial data (convictions, ongoing disputes, etc.); and other personal data collected by you); financial data (transactions carried out for or on behalf of the client); personal characteristics (date of birth, place

of birth, sex, language, nationality); legal data (convictions, pending disputes) and other personal data that you share with us when dealing with your case.

These data allow us, among other things, to fulfil our obligations within the framework of the money-laundering prevention and anti-fraud legislation, to comply with a judicial or administrative order or to observe the regulations of the Order of Flemish Bars.

The legal basis for the processing of the personal data is based on the legal obligations contained in the Law of 18 September 2017 on the prevention of money laundering and terrorist financing and on the restriction of the use of cash and any reference to other relevant legislation/regulations (Article 6, §1, (c) GDPR); a legitimate interest in being vigilant against money laundering in the context of our legal services (Article 6, §1, (f) GDPR).

We obtain these personal data directly from the data subject and/or via a third party.

In order to comply with laws and regulations applicable to the legal profession, we keep your personal data for up to 10 years plus a verification period of 1 year after closing the relevant file.

We share this personal data with the Dean of the Bar ("Stafhouder"). In addition, third parties with whom we cooperate for the storage and management of our data also have access to this personal data (IT providers). A list of these third parties with whom we cooperate is available upon written request.

Internal organisation and management

1) B2B management

In view of the B2B management of our law firm, we may process your personal identification data (name, (business) address, e-mail address, telephone number), financial data (bank account number, method of payment), personal characteristics (gender, language) and any other information you provide within the framework of the cooperation (e.g. information on profession and job).

These data allow us to conclude agreements with suppliers/business partners, including comparing suppliers, requesting offers and conducting pre-contractual negotiations, communicating with suppliers, managing orders placed and organising payment.

The legal basis for the processing of personal data is:

- With regard to private suppliers or business partners: the conclusion and performance of a contract in (Article 6, §1, (b) GDPR)
- With regard to professional suppliers or business partners: a legitimate interest to organise our B2B management (Article 6, §1, (f) GDPR).

We obtain these personal data directly from the data subject and/or via a third party.

For our B2B management we keep your personal data for up to 10 years plus a verification period of 1 year after termination of the contract.

We share this personal data, where appropriate, with government agencies, banks and insurance companies, accountants and auditors and external legal advisors. In addition, third parties with whom we cooperate for the storage and management of our data also have access to this personal data (IT providers). A list of these third parties with whom we cooperate is available upon written request.

2) Invoicing and accounting

For the purposes of invoicing and our accounting obligations, we may process your personal identification data (name, (business) address, e-mail address, telephone number), financial data (bank account number, method of payment) and services provided.

This data enables us to draw up our invoices, keep our accounts and fulfil our accounting obligations.

The legal basis for the processing of this personal data is based on various legal obligations, such as those contained in the Economic Law Code (art. I.1 ELC, art. III.82 ELC, art. III.89 ELC and art. III.90 ELC), the Royal Decree on double-entry accounting, the Companies and Associations Code (art. 3:1 CAC) and the Income Tax Code (art. 320 ITC) and article 6, §1, (c) GDPR.

We obtain these personal data directly from the data subject and/or via a third party.

For our invoicing and accounting purposes, we keep your personal data for up to 10 years plus a verification period of 1 year after the respective financial year.

We share this personal data with our accounting office, government departments, social security authorities and banking and insurance companies. In addition, third parties with whom we cooperate for the storage and management of our data also have access to this personal data (IT providers). A list of these third parties with whom we cooperate is available upon written request.

Litigation management

For the purpose of settling potential disputes, we may process your personal identification data (name, (business) address, e-mail address, telephone number), identification data issued by the authorities (identity card number, passport number, driving licence number, pension number, number plate, etc.), information on profession and employment, financial data, court data and any other information relevant to the (potential) lawsuit.

These data allow us to defend our legitimate interests in all forms of litigation and to take care of their administration.

The legal basis for the processing of personal data is based on the legitimate interest to safeguard the (contractual and extra-contractual, legal and other) rights of our law firm (Article 6, §1, (f) GDPR).

We obtain these personal data directly from the data subject and/or via a third party.

For our dispute resolution, we retain your personal data for 10 years after the expiry of the last deadline for appeal (longer if necessary, e.g. to comply with legal obligations) plus a 1-year verification period.

We share this personal data, where appropriate, with government, judicial and police authorities, banks and insurance companies, our accounting office, external legal advisors, bailiffs and debt collection agencies. In addition, third parties with whom we cooperate for the storage and management of our data also have access to this personal data (IT providers). A list of these third parties with whom we cooperate is available upon written request.

Communication and marketing

1) Newsletters and other commercial communications

In order to send newsletters and other commercial communications, we may process your personal identification data (name, (business) address, e-mail address, telephone number).

These data allow us to keep you informed about legal developments, to inform you about our products and services, to send you our Christmas card, etc.

The legal basis for the processing of personal data is based on the legitimate interest of promoting our products and services to our clients (Article 6, §1, (f) GDPR). If you have subscribed to our newsletter, you will receive our commercial communications because you have given your consent (Art. 6, §1, (a) GDPR).

We obtain these personal data directly from the data subject and/or via a third party.

For the purpose of sending our commercial communications, we will retain your personal data for as long as you are a client of ours, i.e. for 2 years after the last file has been closed. Of course, you can unsubscribe from our communications at any time. In that case, we will stop processing your personal data for that purpose.

We share this personal data with suppliers of software that we use to send commercial communications. In addition, third parties with whom we cooperate for the storage and management of our data also have access to this personal data (IT providers). A list of these third parties with whom we cooperate is available upon written request.

2) Website

Within the framework of our website, we may process your personal identification data (name, (company) address, e-mail address), contact request and electronic identification data (IP address and cookies).

This data enables us to optimise our website, to show online advertisements, to answer your contact request, etc.

The legal basis for the processing of personal data is based on the legitimate interest of providing a well-functioning and user-friendly website and promoting our products and services (Article 6, §1, (f) of the GDPR). Analytical cookies, advertising cookies and/or social media cookies will only be placed if you have given your consent via the website (Article 6, §1, (a) GDPR). (For more information, see cookie statement)

We always obtain these personal data directly from you.

For the aforementioned purposes, we keep your personal data for the duration of the relevant cookie (for more information, see cookie statement). You can change your cookie preferences at any time. If you have submitted a contact request via our website, we will retain your personal data for up to 5 years plus a 1-year verification period after the relevant file has been closed.

We share this personal data with third parties with whom we cooperate for the management of our website (IT and software providers) (for more information, see Cookie Statement). In addition, third parties with whom we cooperate for the storage and management of our data also have access to this personal data (IT providers). A list of these third parties with whom we cooperate is available upon written request.

3) Seminars and events

For the organisation of seminars and events, we may process your personal identification data (name, (business) address, e-mail address, telephone number), information on profession and employment (position) and financial data (bank account number, method of payment).

These data allow us to allow you to participate in our legal training courses, seminars and other events.

The legal basis for the processing of the personal data is based on the conclusion or performance of the contract for participation in the seminar or event (Article 6, §1, (b) GDPR).

We obtain this personal data directly from the data subject and/or via a third party.

For the above purposes, we keep your personal data [up to 5 years plus a verification period of 1 year after the seminar or event.

We share these personal data with co-organisers of a seminar and/or event and with providers of external venues where we organise a seminar and/or event. In addition, third parties with whom we cooperate for the storage and management of our data also have access to this personal data (IT providers). A list of these third parties with whom we cooperate is available upon written request.

Access control and camera surveillance

In order to guarantee security in our offices, we may process your personal identification data (name, (business) address, e-mail address and telephone number), data on profession and job (position, company name), time of visit and image recordings.

This data enables us to ensure security in our offices, including the registration of our visitors and camera surveillance.

The legal basis for the processing of personal data is based on the legitimate interest in ensuring the safety of our employees, visitors and offices (Article 6, § 1, (f) of the GDPR). The processing of camera images, indicated by the obligatory pictogram, is based on your consent in accordance with Section 8(3)(1e) of the Camera Law.

We obtain this personal data when you register at our reception and through the images of our surveillance cameras.

For the purpose of monitoring security in our offices, we will retain your personal data for up to 1 month plus a 2-week verification period after you visit our offices, unless it needs to be retained for a longer period as evidence of a specific crime or claim or to identify a potential perpetrator, victim or witness.

We share these personal data, where appropriate, with third party recipients, e.g. judicial and police authorities, banks and insurance companies. In addition, third parties with whom we cooperate for the storage and management of our data also have access to this personal data (IT providers). A list of these third parties with whom we cooperate is available upon written request.

3. SECURITY

We have implemented appropriate technical and organisational measures to safeguard the confidentiality of your personal data and protect your data against accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access.

We have made the necessary contractual arrangements with the third parties with whom we cooperate and do not transfer your personal data outside the European Economic Area without ensuring that your data enjoys an equivalent level of protection there.

4. RIGHTS

You can always contact us to exercise the following rights:

- a request for access or rectification of your personal data
- a request for erasure of your personal data
- a request for restriction of the processing of your personal data
- objection to the processing of your data
- a request for transfer of your data
- a complaint if you believe that we are not acting in accordance with applicable data protection law.

You can also submit a complaint to the Belgian Data Protection Authority.

To that you can contact us:

- via regular mail to the address mentioned at the beginning of this statement with the following reference in the subject matter: "Privacy"
- via e-mail: info@nathaliemalanda.com
- via telephone: +32 (0) 28.97.17.66

We respect all rights relating to your personal data to which you are entitled under applicable law.

If you no longer wish to receive our electronic newsletters and wish to stop the processing of your data for that purpose, you can always use the unsubscribe link provided at the bottom of each newsletter.

For those purposes for which the legal basis for the processing of personal data is a legitimate interest, you can always ask us for more information about the balancing of interests that we have carried out in that context (for more information, see **OBJECTIVES**).

For those purposes for which the legal basis for the processing of personal data is legitimate interest, you may at any time exercise your right to object to the processing of your personal data, giving reasons relating to your particular situation (for more information, see **OBJECTIVES**). We will cease processing your personal data unless we consider that there are compelling legitimate grounds which override the interests, rights and freedoms you assert.

For identification purposes, we may ask you for a copy of the front and back of your identity card.

5. UPDATES

This Privacy Statement may be amended from time to time, within the limits of applicable data protection regulations. The most current version can be accessed on www.nathaliemalanda.com.