

## Collet Law – Privacy Statement (2025)

### General

Collet Law respects your personal data and ensures that any personal information you provide is treated confidentially. In this privacy statement, we explain how we handle personal data of clients, potential clients, and any other persons whose personal data are processed by Collet Law.

### Controller and Communication

Collet Law processes personal data in order to provide legal services, including when you contact us, request information, enter into an engagement agreement, or leave your details through the evaluation form.

### Purpose of Processing Personal Data

Collet Law processes the personal data listed below solely for the following purposes:

- providing legal services, including the performance of an engagement agreement and conducting (judicial or administrative) proceedings;
- providing legal advice, mediation, and referrals;
- issuing invoices and maintaining the financial administration;
- complying with legal and regulatory obligations.

### Personal Data Processed

Depending on the nature of the legal service and the information you provide, Collet Law may process the following personal data:

- name, address, and contact details;
- date of birth, gender, and identification details (where necessary);
- any data relating to your case or request for legal assistance;
- financial information (such as data contained in invoices or payment records);

- any additional information you voluntarily provide to Collet Law.

### Legal Basis for Processing

Collet Law processes personal data on the basis of one or more of the following legal grounds:

- performance of an agreement;
- compliance with a legal obligation;
- with the explicit consent of the data subject;
- legitimate interests of the practice (e.g., maintaining files, improving services).

### Sharing Personal Data with Third Parties

Collet Law only shares your data with third parties if necessary for the purposes described above, such as:

- in judicial or administrative proceedings;
- when communicating with the opposing party or their representative;
- when legally required to provide information to authorities or regulators;
- when obtaining a second opinion or expert report.

Collet Law will not share your personal data with any other third parties unless strictly necessary or when you have given prior consent.

### Security of Personal Data

Collet Law takes appropriate technical and organisational measures to ensure the security of your personal data, including:

- the use of password-protected systems and encrypted storage;
- requiring high security standards for third-party or cloud services;
- limiting access to authorised individuals only.

## Retention Periods

- Digital case files are generally retained for five years after completion of the matter;
- Financial records are retained for seven years in accordance with statutory requirements;
- Unless otherwise agreed, personal data are deleted after the applicable retention period;
- Paper documents are generally not retained unless required.

## Your Rights as a Data Subject

You have the right to:

- access your personal data;
- request correction, deletion, or restriction of processing;
- object to the processing of your data;
- request data portability.

Collet Law will respond to such requests within four weeks.

Please note that Collet Law may not always be able to comply with a request, for example:

- if doing so would violate the lawyer's duty of confidentiality;
- if retention of the data is required by law.

Requests may be addressed to:

mr. M.A. Collet

Collet Law

Nieuwmoerseweg 40

4885 KK Achtmaal, The Netherlands

Email: [advocaat@collet.nu](mailto:advocaat@collet.nu)

Tel.: +31 6 20137498

## Cookies and Website Visits

Collet Law's website does not use cookies.

If you arrive at our website via third-party links or platforms, those external sites may place cookies or trackers, which will be governed by their own privacy policies.

For more information about cookies and how to block or delete them, please refer to the Dutch Authority for Consumers and Markets (ACM).

## Amendments to this Privacy Statement

Collet Law reserves the right to amend the contents of this privacy statement based on legal developments or changes within the practice. You are advised to regularly check our website(s) for the latest version.

## Questions & Contact

If you have any questions or comments about the processing of your personal data, please contact:

mr. M.A. Collet

Email: [advocaat@collet.nu](mailto:advocaat@collet.nu)

Tel.: +31 6 20137498

This privacy statement was updated and adopted on 10 January 2025.