

PRIVACY NOTICE

Your privacy is important for us.

All personal data that we obtain in the context of our interactions with you as (a staff member of) a (prospective) client, (prospective) supplier or public authority will be collected and processed in accordance with applicable data protection legislation, in particular the General Data Protection Regulation 2016/679 of 27 April 2016 (“GDPR”).

This privacy notice explains why and how we collect your personal data, the measures we take to protect your data and how long we retain your data.

1. Identity and contact details

The data controller for your personal data is the following legal entity:

contrast CVBA
Minervastraat 5
1930 Zaventem
Belgium
Enterprise number 0847.036.860

If you have questions regarding the processing of your personal data, you can always contact us by e-mail (privacy@contrast-law.be) or by letter to the postal address mentioned above (attn. Privacy).

2. Purpose

We collect your personal data in order to provide you with our legal products and services, receive your (legal) products and services or in the context of our contact management.

We may also need your personal data in the context of our accounting activities and litigation management.

3. Legal basis

We mainly collect your personal data because it is necessary to enter into a contract with you and for the performance of that contract or otherwise because it is our legitimate interests to keep you as a contact.

We may also process your personal data in order to comply with our legal obligations (for example, tax and accounting regulations) or in order to pursue other legitimate interests (for example, in case of a dispute).

4. Categories of personal data

For the purposes mentioned above, we may collect and process the following personal data:

- identification data (name, e-mail, phone, address)
- personal characteristics (date of birth)
- financial data (bank account)
- employment data (employer, function)
- other information provided to us when handling a case

We will not collect sensitive data (i.e. personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation) or personal data relating to criminal convictions and offences unless that is necessary for the establishment, exercise or defence of legal claims.

5. Source of personal data

We obtain your personal data in the context of our interactions with you as (a staff member of) a (prospective) client, a (prospective) supplier or a public authority. This includes interactions via our website, via e-mail, by phone and during meetings, seminars or events. In certain circumstances we may also receive your data from third parties such as other lawyers.

6. Recipients of personal data

For the purposes mentioned above, we may have to provide your personal data to the following third parties:

- public authorities
- judicial and police authorities
- co-counsels and experts
- counterparties and their legal counsels
- accountants
- financial institutions and insurance companies
- auditors
- legal directories

Our IT, cloud and software providers may also have access to your personal data.

7. Transfer of personal data

Your personal data will not be transferred outside the European Economic Area without appropriate safeguards.

8. Retention period

We will delete or anonymize your personal data 10 years after the termination of our cooperation or last contact (plus a verification period of 6 months), unless a legal obligation or legitimate interest requires us to retain your personal data longer.

9. Rights

You can always contact us if you would like to:

- request access to or rectification of your personal data.
- request erasure of your personal data.
- request a restriction of the processing of your personal data.
- object to the processing of your personal data.
- request transmission of your data to another service provider.
- send us a complaint if you consider that we are not acting in accordance with applicable data protection legislation. You can also introduce a complaint with the supervisory authority.

The aforementioned rights can be exercised by e-mail (privacy@contrast-law.be) or by letter to the postal address mentioned under point 1, accompanied by a copy of your ID card. We will grant you all rights to which you are entitled in accordance with the applicable regulations.

Please also inform us when your personal data is not accurate or no longer up-to-date.

10. Automated decision-making

We do not engage in automated decision-making, including profiling.

11. Security

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

12. Amendments

This privacy notice may be amended from time to time within the boundaries of applicable data protection legislation.