



Human scale law

Law is about people

Privacy statement | Human scale law |

I am an attorney at law and owner of Human scale law, a sole proprietorship based in the Netherlands, listed in the trade register of the Chamber of Commerce under number 71796479.

If you retain me: (1) to assist you as an attorney, (2) to share knowledge with you as a lecturer and/or (3) to assist your organisation as an interim specialist, I will respect your privacy and will process personal data of you as a Controller within the meaning of the General Data Protection Regulation (GDPR).

1. Personal Data

Personal data are all data relating to an identified or unidentifiable natural person.

I process the following personal data:

- basic details to determine who you are (such as your first name and last name);
- contact details (including your e-mail address, postal address and telephone numbers);
- if you visit my website, details of the device you use to visit my website (an IP address);
- personal data that you provide to me to attend courses and workshops;
- any other personal details that you provide to me or that I can obtain from you to process your personal details for the purposes and on the grounds stated below.

2. Processing Personal Data: Purposes and Principles

I use your personal data to:

- provide legal services;
- comply with legal and regulatory obligations;
- send newsletters, invitations for meetings or other marketing communications to you that may be relevant to you (marketing and business development activities);
- to collect statistics of the usage made of my website and/or to analyse and improve the website.

Legal grounds on which I assess your personal data are:

- performance of an agreement;
- compliance with a legal obligation;
- legitimate interest;
- your consent.

3. Retention period

I will not keep your personal data any longer than necessary to achieve the purposes identified in this Privacy Statement or to comply with the law and regulations. The documents will be kept in accordance with the following retention periods:

- Case files: 20 (twenty) years after conclusion of a case;
- administrative details: seven (7) years (this includes the financial records).

4. Transfer of data

I may share your personal data with third parties,

- including a counter-party or counterparty's lawyer, a court and government agencies, in order to provide legal services;
- to comply with legal obligations of regulators and other official agencies;
- to obtain support services for Human scale law, including from an ICT supplier, communication services supplier or courier service.

I share details with third parties only for the purposes and in accordance with the principles referred to in this Privacy Statement.

If I share your data with a third party, that party itself is responsible for compliance with the privacy legislation. I am not responsible or liable for any processing by such third party. A processing agreement is entered into with any third party that processes personal data (a 'processor') at my orders and will be in compliance with the GDPR.

It may be necessary to transfer your personal data to a recipient in a country outside the European Economic Area. I will ensure that any such transfer is undertaken in accordance with the applicable legislation and regulations.

5. SECURITY

I have adopted suitable technical and organisational measures to protect your personal data against unauthorised or unlawful processing and against loss, destruction, corruption, modification and publication. If you have questions about the security of your personal data or have evidence of misuse of your personal data, please contact me via kd@humanscalelaw.nl.

6. YOUR RIGHTS

As a data subject, you have a number of rights:

- A **right to be informed**: You may ask me if I process personal data of you.
- Right of **access**: You can get confirmation from me on whether or not personal data of you are being processed and, if so, can have access to them.

Please note that in some circumstances I am authorised to decline a request for a copy of personal data, for example, because the data are covered by attorney-client privilege.

- Right to **withdraw your consent** given: You may withdraw the consent that you have given. As a result, I will no longer be allowed to process your data.

Please note that in some circumstances I will remain authorised to process your data. This is particularly relevant if processing the data is required to comply with my legal and regulatory obligations.

- Right to **rectification**: you may request me to correct any inaccurate personal data without delay.
- Right to **be forgotten** (erasure); You may ask me to erase personal data. This involves:
 - Personal data that are no longer necessary for the purposes for which they were processed;

- the situation in which you withdraw the (express) consent previously given;
- the situation in which you object to the data-processing.

Please note that there could be circumstances in which I am obliged to retain your personal data in order to comply with my legal and regulatory obligations.

- Right to **restriction of processing**: You may ask me to cease processing temporarily if:
 - the accuracy of the data is contested;
 - the processing is unlawful but you do not want erasure but requests restriction instead;
 - I no longer consider the data to be necessary, but you require them to bring a legal claim;
 - you have objected to processing and the grounds are being verified

Circumstances may arise in which I am legally authorised to decline your request.

- Right to **data portability** (transferability of personal data): You may ask me to transfer your personal data in a structured, commonly used and machine-readable format. In addition, you then have the rights to transmit those data to another controller:
- Right to **object**: You may object to processing of your personal data. I will comply with your objection unless there are legitimate grounds for the processing.
- Right to **information and to object to automated individual decision-making, including profiling**, including profiling: You have the right not to be subject to a decision solely based on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affecting you. I do not use automated individual decision-making, including profiling.

7. Cookies

Functional cookies are used on my website to ensure that the website works properly on all devices. A cookie is a small text file that a web browser places on your computer. You may refuse the use of cookies by selecting the appropriate settings on your browser. However, this may affect the functionality of the website. No tracking cookies or advertising cookies are used on the website.

8. Complaints

You may file a complaint regarding my processing of your personal data. The complaints protocol is available on www.humanscalelaw.nl. If you believe that your complaint has not been heard correctly, you may submit your case to the Dutch Data Protection Authority or to a court.

9. Contact

Please contact me if you have any questions or require additional information on the kind of personal data that I process and the purposes for which they are processed or if you have a complaint about the processing of your personal data. You may do so by telephone +31(0)643050360 or write to: kd@humanscalelaw.nl

10. In conclusion

I reserve the right to unilaterally supplement or otherwise amend this Privacy Statement by amending this page. I recommend that you regularly consult this Privacy Statement. If the Privacy Statement is materially amended, I will inform you clearly through my website.

This Privacy Statement was most recently updated on 7 July 2018.