Privacy Policy
Last Updated On 04-Jul-2024
Effective Date 04-Jul-2024

This is the Privacy Policy of Advocaten Coöperatief Penrose.law U.A. (hereinafter also referred to as: “Penrose”, “we” or “us”). This Privacy Policy applies to the processing by Penrose of personal data within the meaning of the General Data Protection Regulation (“GDPR”), in relation to providing legal services and also use of our website.

The Privacy Policy describes how we, in the role of controller, collect, share, use and/or otherwise process information by which you can be identified or are identifiable.

1. Identity and Contact:

Advocaten Coöperatief Penrose.law U.A.
Attn. Hans Klaver
Prins Bernhardplein 200
1097 JB Amsterdam
T: +31 (0)20 2400710
E: info@penrose.law

2. Information We Collect:

In connection with providing our legal services we may collect and process the following personal data:

- Name and address, and potentially business address,
- Gender
- Birth date
- Contact details such as (mobile) telephone number and email address
- Identity verification information, where legally required we may also hold a copy of a shielded identity document
- Financial (company) information, such as bank account number
If you browse on our website, or contact us via the website, we will process the following personal data:

- IP address of the device you use to visit our websites
- Name and contact details as provided by you so we can contact you

If you contact us to apply for an internship or other available job function, we will process the following personal data:

- Name and address
- Contact details such as (mobile) telephone number and email address
- Educational and work experience

In most cases, we acquire your personal data from you directly, for example when you ask us to perform certain legal services, when you visit our websites, or when you apply for a job with us. We may also obtain your personal data from third parties (e.g. opposing parties) or from public sources (e.g. KvK).

3. How We Use Your Information:

We process your personal data for the preparation and/or execution of an assignment to provide legal services. In addition, we process the personal data required to comply with statutory obligations and/or professional rules.

When you have signed up for receiving our newsletter, or when we provide or have provided legal services to you, we may incidentally approach you with information about our services, publications or events and/or relevant legal developments. You are able to sign out from these newsletters at any time via an opt-out link.

If you apply for a job with us, we will process certain personal data of you. We will retain this information ultimately for 4 weeks after the end of the application procedure. With your permission we will retain your personal data for a maximum of 12 months.

If you contact us for legal support or information, we will solely use the provided information and contact details for providing support and/or answering your request.
4. **Sharing with Third Parties:**

We do not share your personal data with third parties, unless the sharing of personal data is required in one of the following situations:

a) Third party suppliers we engage order to provide our legal services (‘sub processors’), such as our IT suppliers. We have concluded data processing agreements with such third parties about the careful processing and protection of our personal data.

b) Supervisory authorities, institutions or compliance process providers in order to comply with statutory obligations.

In order to optimise and improve the content and use of our websites, we collect data about the browsing behaviour of our website visitors. In this respect we make use of Google Analytics. This functionality is configured in a privacy-friendly manner, whereby we have entered into a processing agreement with Google. The IP address is being anonymised and data is not being shared with Google.

Your personal data will generally not be transferred to third parties or countries outside the European Economic Area (EEA). In the event the transfer of personal data to third parties or countries outside the EEA is necessary, we shall take into account the statutory requirements in relation thereto.

5. **Retention Of Your Information:**

We will retain your personal data no longer than is necessary for the purpose for which we have collected the personal data, or in correspondence with an applicable statutory retention term. You may at all times request the removal of your personal data.

We may need to retain certain information for longer periods such as record-keeping / reporting in accordance with applicable law or for other legitimate reasons like enforcement of legal rights, fraud.
prevention, etc. Residual anonymous information and aggregate information, neither of which identifies you (directly or indirectly), may be stored indefinitely.

6. Your Rights:

Depending on the law that applies, you may have a right to access and rectify or erase your personal data or receive a copy of your personal data, restrict or object to the active processing of your data, ask us to share (port) your personal information to another entity, withdraw any consent you provided to us to process your data, a right to lodge a complaint with the Dutch data protection authority (the “Autoriteit Persoonsgegevens”), and such other rights as may be relevant under applicable laws. To exercise these rights, you can write to us at info@penrose.law. We will respond to your request in accordance with applicable law.

7. Cookies Etc.

To learn more about how we use these and your choices in relation to these tracking technologies, please refer to our Cookie Policy.

8. Security:

The security of your information is important to us and we will use reasonable security measures to prevent the loss, misuse or unauthorized alteration of your information under our control. However, given the inherent risks, we cannot guarantee absolute security and consequently, we cannot ensure or warrant the security of any information you transmit to us and you do so at your own risk.

9. Changes:

We reserve the right to unitarily amend this Privacy Policy in order to ensure compliance with applicable laws and regulations. It is recommended that you
consult this Privacy Policy on a regular basis in order to be aware of potential changes or updates.