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## Processing of personal data

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### **I. How is your personal data processed?**

The personal processing policy of our law firm PravoLex SRL complies with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 "On the protection of natural persons with regard to the processing of personal data and on the free movement of such data" (hereinafter referred to as the Regulation) and guarantees the confidentiality of all your personal data collected and processed within the company.

The PravoLex law firm designates all lawyers working under the auspices of this association, as well as employees.

The terms used in this section have the meanings assigned to them by the above-mentioned Regulation.

### **II. Who is responsible for the processing of personal data?**

PravoLex SRL (company number 0715.935.422) is responsible for the processing of your personal data.

### **III. What is personal data?**

Personal data means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

### **IV. For what purpose and on what legal bases do we process your personal data?**

Your personal data may be processed by PravoLex when necessary:

- For contact purposes, in particular as part of the process of collecting your personal data when making an appointment, when opening a file. The legal basis for the processing of this data is the implementation of pre-contractual measures taken at your request;

- To properly perform a task that you entrust to us. This includes working on your case in the broadest sense and, in particular, all actions necessary to represent or protect your interests, including before the courts, as well as the accounting and financial management of your case. The legal basis for the data processing is the conclusion of a contract to which you are a party;
- When sending information about our services and/or products corresponding to your professional activities, as well as invitations to partake in any event organized by PravoLex. At any time, you have the right to unsubscribe from this mailing by notifying us;
- To comply with the legal obligations to which PravoLex is subject;
- For other specific purposes, for which PravoLex will specifically collect your consent.

#### **V. Who can have access to your personal data?**

In addition to lawyers and employees of PravoLex, access to personal data may be available to bodies and organizations with which PravoLex may cooperate while working on your case, as well as when required by law. These bodies and organisations may include: lawyers, bailiffs, notaries, accountants, employees of the judiciary, experts, public and civil servants, bar associations and other competent bodies and organisations.

#### **VI. Which processors may process your personal data?**

Your personal data may be processed by subcontractors on behalf of PravoLex and based on its instructions. Subcontractors may include, in particular, IT service providers or lawyers outside our association, this list not being exhaustive.

PravoLex only ensures the participation of subcontractors who provide sufficient guarantees of compliance with the provisions of the Regulation. In this case, appropriate agreements are signed with the subcontractors.

#### **VII. How long is your personal data kept?**

The processing of personal data takes place during the duration of our assignment and may continue beyond this period, which is necessary, in particular, to comply with our legal obligations (e.g. storage), enforce our rights or prevent any possible conflict of interest. The normal retention period applicable to personal data whose processing is necessary for the performance of the contract is 10 years from the end of the contract or the end of our Mission.

### **VIII. Where can I find the contact details of our data protection officer ?**

You can contact our Data Protection Officer at the e-mail address [privacy@pravolex.be](mailto:privacy@pravolex.be) for more information on the protection of your rights.

### **IX. What are your rights?**

#### **· Right of access**

You have the right to obtain confirmation from PravoLex that your personal data is or is not being processed and, if possible, to access such personal data by sending an e-mail to [privacy@pravolex.be](mailto:privacy@pravolex.be) or by post to the address of our registered office.

#### **· Right to rectification**

You have the right to request the rectification of incorrect personal data and the deletion of inappropriate or unnecessary personal data by sending an e-mail to [privacy@pravolex.be](mailto:privacy@pravolex.be) or by sending us a written request by post to the address of the registered office.

We draw your attention to the fact that you are always obliged to verify the accuracy of the personal data you provide to us.

#### **· Right to erasure (right to be forgotten)**

If you no longer want your personal data to be processed and you find yourself in a situation where you can request its deletion, we will delete your personal data from the databases.

This deletion will be carried out within one month of the reception of the notification of your request, unless their retention is necessary to comply with a legal obligation or to defend claims in court.

#### **· Right of transfer (portability)**

If necessary, you can also exercise the right to transfer your personal data under the conditions provided for by the current legislation on the protection of personal data .

#### **· Right to object**

You have the right to object to any use of your personal data for research purposes. You may at any time, free of charge and without the need to provide any justification, exercise the right of opposition by sending a corresponding request to the following e-mail address: [privacy@pravolex.be](mailto:privacy@pravolex.be)

You may also unsubscribe from marketing communications by following the unsubscribe instructions included in each marketing communication sent to you. We will comply with your request as soon as possible.

· Right to restriction of processing of personal data

Finally, you have the right to prevent PravoLex from processing your personal data in accordance with applicable data protection legislation .

**X. How do we protect your personal data ?**

In order to better protect your personal data , PravoLex Ltd. takes all reasonable steps to prevent the loss, misuse, disclosure, unauthorized access or alteration of personal data.

To ensure an adequate level of security, all necessary technical and organisational measures are taken, namely the storage of all personal data on a secured cloud service, the access to which is strictly protected by passwords held exclusively by the lawyers and employees of PravoLex.