



Privacy Statement

JANUARY 2024

Privacy Statement

Muscles B.V., trading as VAN DER KOLK LEGAL ("VDKL"), respects your personal data and ensures that the personal information provided to us or otherwise obtained is treated confidentially. Personal data includes all information about an individual, including indirect information about someone. The following fulfills the information obligation laid down in the GDPR to the data subject(s) whose personal data VDKL processes.

VDKL processes personal data to provide services, improve service delivery, and communicate personally with you as the data subject.

VDKL processes the personal data mentioned in the following paragraph solely for the purposes listed below:

- Providing legal services, including the execution of agreements and conducting (judicial) proceedings.
- Collection of invoices.
- Advice, mediation, and referral.
- Compliance with our legal and statutory obligations.
- Marketing and communication activities.

VDKL processes the following (types or categories of) personal data for the provision of services or as provided by the data subject on their own initiative:

- Your name, gender, (job) title, and the company you work for.
- Your contact details, such as your (business) email address, department, business/home address, and your (business) phone number.
- Your date of birth, place of birth, and nationality.
- Information from trade registers and other public/private sources.
- Relevant background information, such as your skills, professional and/or educational background, your relationship to our client or supplier, etc.
- Your national identification number (but only to the extent required or permitted by law).
- Your payment details, if necessary for invoicing or payment purposes.
- Correspondence with you or information about you.
- Your reviews regarding our services.
- Personal data needed to comply with our legal obligations (such as customer identification data as part of our due diligence obligations towards customers).
- Personal data received or collected during the provision of your services/goods, which may include financial information (including invoices and VAT numbers) and information related to your services/goods.
- Personal data received or collected in the course of our services, which may include information about legal issues, disputes, convictions, sanctions, and fines. It may also include the names and contact information of other people associated with you, such as your professional advisors, business contacts, and/or family members.

It may sometimes include special categories of personal data. However, we kindly request that you do not send us sensitive personal data about yourself or others unless necessary for providing our services.

VDKL processes the aforementioned personal data because it has been provided by you as the data subject on your own initiative, obtained in the context of service provision, made known to us by third parties, including opposing parties, or become known through public sources.

VDKL processes the above-mentioned personal data solely based on the grounds specified in Article 6 of the GDPR:

- Legal obligation
- Performance of a contract
- Obtained consent from the data subject(s)
- Legitimate interest

VDKL only shares your personal data with third parties to the extent necessary for service provision, in accordance with the aforementioned purposes. This may include the observation of the practice by another lawyer, the (commissioning of) a expertise investigation, or the engagement of another third party on behalf of and commissioned by VDKL, such as an IT supplier, as well as providing your personal data in connection with (judicial) proceedings or correspondence with the opposing party.

Additionally, VDKL may disclose personal data to a third party, such as a regulator or another authority with public authority, to the extent required by law. A data processing agreement is concluded with the third party processing your personal data on behalf and on the instructions of VDKL, ensuring that the third party is also obliged to comply with the GDPR. Third parties engaged by VDKL, providing services as data controllers, are themselves responsible for compliance with the GDPR. This may include an accountant, notary, or another third party engaged for a second opinion or expert report.

VDKL places great importance on the security and protection of your personal data and ensures, taking into account the state of the art, appropriate technical and organizational measures to ensure a security level tailored to the risk. In the event that VDKL uses services from third parties, such as an IT supplier, VDKL will include agreements on adequate security measures in a data processing agreement to protect personal data.

VDKL does not retain processed personal data longer than necessary for the purposes of data processing mentioned above or as required by law and regulations.

A request for access, correction, restriction, objection, data portability, deletion of your personal data, or withdrawal of previously given consent can be sent via the contact details below. You will receive further notice from us within four weeks of receiving your request.

There may be circumstances in which VDKL cannot or cannot fully comply with your request as the data subject. This may include considerations related to the confidentiality obligations of lawyers and legal retention periods.

You can address your requests as mentioned above to:

Van der Kolk Legal

Attn: Mr. A. van der Kolk
Schoenerwal 15
2317GK Leiden
albert@vanderkolklegal.nl

In order to ensure that we provide the relevant personal data to the correct person based on your request, we ask you to submit a copy of a valid passport, driver's license, or identity document with a shielded passport photo and Citizen Service Number (BSN) for verification. VDKL only processes requests related to your own personal data.

VDKL keeps usage data from the website(s) for statistical purposes. The personal data collected through this channel is generally anonymous and is not sold to third parties by VDKL.

To enhance the user experience of VDKL's website(s), so-called 'cookies' are used. A cookie is a small text file placed on your computer, tablet, or smartphone during your visit to VDKL's website(s). You can refuse the use of these cookies at any time, although this may limit the functionality and user-friendliness of the website(s).

You can find more information about cookies and how to block or delete them on the website of the Authority for Consumers and Markets (<https://www.consuwijzer.nl/telecom-post/internet/privacy/uitleg-cookies>).

VDKL reserves the right to change the content of this privacy statement at any time without prior notice. Adjustments to the privacy statement will be published on VDKL's website. Therefore, please check our website(s) regularly.

If you have any questions or comments about the processing of your personal data and this privacy statement, please contact us.

This privacy statement was established on January 1, 2024.