

Privacy statement

Russell Advocaten B.V. (hereinafter referred to as “Russell Advocaten”) respects your privacy and ensures that the personal data available to us will be treated confidentially. The processing of personal data will be carried out in accordance with the requirements of the applicable legislation. By using the website, you consent to our privacy policy.

Personal Data

Personal data are all data relating - either directly or indirectly - to an identified or identifiable natural person, such as, for instance, your name, telephone number, address, e-mail address, and position. We process personal data:

- provided to us either orally, by phone, electronically or in writing, such as:
 - personal data we need to handle your case and/or to inform you, such as your name and address, and copy of your ID (required under Anti-Money Laundering and Anti-Terrorist Financing Act) and data for processing invoices regarding our services
 - personal data filled in on our website, in contact forms and/or subscriptions to our newsletters and/or events (including courses, training, seminars and meetings)
 - personal data you provided to us in the course of events, meetings, encounters, etc., for instance by handing over a business card
 - personal data , as specified in your correspondence with us, including your electronic signature
 - personal data submitted to us by you or by third parties in the course of your application for a position with Russell Advocaten, such as your contact details, curriculum vitae, letter of application, certificates, diplomas, a certificate of good conduct, the result of an assessment
 - Your name which is recorded when you visit our office so that your presence can be communicated to the person with whom you have an appointment or who can help you, and so we know in the event of a disaster who is in the building. These data will be stored up to 1 week.
- received from external sources, such as the Trade Register, land register, Personal Records Database, insolvency register, matrimonial property register and public websites
- received or generated when registering on our WiFi network, or via e-mails, electronic documents, our website or other technologies, such as:
 - When registering on our WiFi network with your mobile phone, tablet or laptop, we register automatically: the name, brand, operating system and the MAC address of your device. These data will be stored for a maximum period of 24 hours. We have taken security measures so that devices cannot get in touch with each other within the network.
 - Your telephone number when you call us, which is recorded together with your name
 - Your fax number when you send us a fax
 - Your e-mail address when you send us an e-mail
 - IP addresses
- obtained through camera surveillance in and at our office building

Purposes of data processing

Your personal data will be used for different purposes:

- Your personal data will be stored and processed to the extent necessary and relevant for concluding and performing agreements concerning legal services and managing the relations resulting thereof. After the agreement has been performed we are legally required to store your personal data for 7 years. Afterwards, your personal data will be deleted unless you have granted us permission to use your contact details (name, address, e-mail address, telephone number) thereafter, for instance, to send you newsletters and/or invitations to events.
- If you have requested or granted permission to be informed regularly about legal news by receiving our newsletter and/or (invitations to) events, we register your name and e-mail address to be able to send you the newsletter and/or invitation. We will store these personal data until you unsubscribe for this service. You can unsubscribe easily via the link at the bottom of each newsletter and invitation.
- Personal data provided by you or third parties due to an application with Russell Advocaten will be processed for this purpose only. We will store these data up to 4 weeks from the end of the application process, unless you have given permission to store your data for up to 1 year.
- Camera surveillance by visible cameras in and on our building is only for your own security, for the security of your data and our staff. The camera recordings will be deleted after 4 weeks unless there are reasons to store the recordings for a longer period, for instance, because of criminal investigations by the authorities.

We process your personal data only for the purposes mentioned in this Privacy Statement, unless we have received your prior consent for processing for different purposes or because such alternative processing is necessary:

- to handle your case (for the performance of the agreement we will conclude/have concluded with you)
- to fulfil a statutory requirement
- to fulfil a task of general interest or a task that is connected with the exercise of official authority, or
- to protect vital and/or legitimate interests

You can withdraw your consent for the processing of your personal data at all times by sending us an e-mail (info@russell.nl).

Sharing personal data with third parties

Your personal data will not be shared with third parties, unless you have given permission to this end, it is necessary for the handling of your case, there is a statutory requirement, or it is necessary for the protection of a legitimate interest. Third parties include, for instance, government authorities, judicial authorities, civil-law notaries or bailiffs.

Protective measures

We have taken technical and organisational (security) measures to guarantee the confidentiality of your personal data and to prevent unauthorised access or use of your personal data and the hardware used for the processing.

Your rights

If your personal data are processed by us, you have the following rights:

- right to obtain information about the processing
- right to obtain access to your personal data
- right to obtain rectification of your personal data if these are incorrect
- right to obtain deletion of your data
- right to obtain restriction of the processing of your data
- right to object to the processing of your data
- right to receive your personal data
- right not to be subject to automated decision-making, and
- right to submit a complaint to us - or, if you are not satisfied with our complaint handling - to the Dutch Data Protection Authority

These rights are not unlimited. For instance, we cannot fulfil a request to delete your personal data if and for the time we are required by law to store these personal data. If you would like to exercise one or more of these rights, please contact us by e-mail (info@russell.nl) or by post:

Russell Advocaten
Antonio Vivaldistraat 6
1083 HP Amsterdam
The Netherlands

We will react to your request no later than within one month on receipt of your request, unless it regards a complex request or multiple requests, in that event we will react within three months at the latest. You will be charged for requests that are considered unfounded or excessive.

Should you have any questions, please don't hesitate to contact us: +31 20 301 5555.

Cookies

Click behaviour and visitor data

Our website stores general visitor data. In this context in particular the IP-address of your computer, potential user name, time of visit and data transferred by the visitor's browser will be registered and processed for statistical analysis of visitor and click behaviour on the website to optimize the operation of our website. Furthermore, we process these data to optimize the operation of our website.

Cookie use

When offering electronic services, we use cookies. A cookie is a simple small text file that is transferred with pages of this site and stored by your browser on your computer's hard drive. We use cookies to remember your settings and preferences; you can disable these cookies through your browser, for more information see for instance [“WikiHow: How to disable cookies”](#). Please note that if you disable cookies, you may not be able to use all features offered by our website.

Google Analytics

We use Google Analytics cookies on our website to collect information on how visitors use our website. To minimize the consequences of these cookies for your privacy we have:

- concluded a processing agreement with Google LLC
- obscured the last octet of your IP-address, so that Google will not have your complete IP-address, there will be anonymisation and the risk for you, as the website visitor will be limited to the extent possible

- turned off the feature “share data”, so that Google cannot use the collected data for its own purposes
- not used any other Google services in combination with the Google Analytics cookies, so that it will not be possible for Google to link the web surfing behaviour of different devices and different sessions.

The information obtained through Google Analytics including the address of your computer, (IP address), will be transferred to and stored by Google servers in the USA. For more information, please see [Google Privacy Policy](#), and the specific [Google Analytics Privacy Policy](#).

Google uses this information to monitor traffic on our website and to provide us with reports of this website. Google may give this information to third parties if Google is legally required to do so, or to the extent that these third parties process the information on behalf of Google. If you do not want Google Analytics to use your data, you can easily [download](#) and install a programme to block Google Analytics.

[Alterations of Privacy Statement](#)

We reserve the right to change this Privacy Statement. The changes will be announced via the website. We therefore recommend you regularly consult this Privacy Statement.

(Version of May 2018)