

Privacy Statement Manifest Arbeidsrecht

Manifest Arbeidsrecht respects your personal information and ensures that personal information provided to Manifest Arbeidsrecht or otherwise obtained is kept confidential. In accordance with the General Data Protection Regulation (hereinafter “**AVG**”), measures have been taken to protect the security of your personal data, which are set out in this Privacy Statement. The Privacy Statement is intended for all persons from whom Manifest Arbeidsrecht processes personal data.

Personal data

Personal data includes any information about an identified or identifiable natural person. Manifest Arbeidsrecht processes, among other things, the following data of data subjects:

- ❖ first and last name, title (basic data);
- ❖ e-mail address, mailing address and telephone number (contact details);
- ❖ personal data provided by clients and relations;
- ❖ other personal data pertaining to data subjects that clients and associates provide or are obtained in the course of Manifest Arbeidsrecht’s activities on the basis of the purposes and bases stated below.

These personal data processed by Manifest Arbeidsrecht are obtained directly from clients and associates. In addition, personal data may be obtained from other - public - sources, such as the Trade Register. Finally, personal data may be provided by another lawyer or an opposing party.

Purposes and bases

Manifest Arbeidsrecht collects and processes the required personal data exclusively for the purposes listed below:

- ❖ the provision of legal advice or services;
- ❖ complying with a legal and/or statutory obligation;
- ❖ the collection of invoices;
- ❖ mediation and/or referral;
- ❖ acquisition;
- ❖ improving services;
- ❖ marketing and communication activities;
- ❖ recruitment and selection.

The basis for processing your personal data lies in:

- ❖ the performance of the agreement entered into with clients and relations;
- ❖ the fulfillment of a legal obligation;
- ❖ consent; or
- ❖ a legitimate interest.

Period of retention

Manifest Arbeidsrecht retains personal data processed no longer than necessary for the aforementioned purposes of data processing or as required by laws and regulations.

Sharing of personal data

Your personal data will be shared:

- ❖ to comply with a legal obligation, such as to regulators or other authorities;
- ❖ when this is relevant for the (legal) provision of services, such as to counterparties, courts, government agencies;
- ❖ when processed by suppliers of your personal data to whom we outsource services.

Information is shared only on the bases stated in this privacy statement and for the purposes named herein. Where third parties process your personal data, they are responsible for ensuring that it is processed properly. Manifest Arbeidsrecht enters into a processing agreement with these suppliers that complies with the requirements set out in the AVG.

Protection of your personal data

Manifest Arbeidsrecht is committed to keeping your personal data as secure as possible and protecting it from loss, data leakage or any form of unlawful processing. To this end, up to date technical and organizational measures have been taken and are constantly updated. In the event Manifest Arbeidsrecht uses the services of third parties, a processor's agreement will set out arrangements for adequate security measures.

Your rights

If processing of personal data is based on consent, you can withdraw your consent at any time. You can send an e-mail to Info@ManifestArbeidsrecht.nl

Modifications

This privacy statement may be modified or updated at any time, without notice. The most up to date version of the privacy statement can be found on the website www.ManifestArbeidsrecht.nl.

Cookies and Google Analytics

Forms can be filled out on the website to contact and/or participate in a webinar or course. This data is used only for the purpose for which you provide it. Functional and analytical cookies are placed through the website. The functional cookies are necessary to enable you to navigate the website. These are only valid during your browser session. The analytical cookies record how visitors use the website and allow the website to be optimized. Google Analytics is used for this purpose. Your data will not be used by Google for advertising purposes. The data collected via the cookies cannot be traced back to individuals. Thus, no personal data is stored. Visitors to the website remain anonymous. Manifest Arbeidsrecht treats the (anonymous) data collected via the cookies confidentially. You can refuse, disable or delete cookies via your browser.

Privacy rights of data subjects

You can send a request for inspection, correction, restriction, opposition, transferability of data, deletion of your personal data or withdrawal of previously given consent using the contact details below. You will receive further notice within four weeks of receiving your request. There may be circumstances in which Manifest Arbeidsrecht cannot or cannot fully comply with your request as a data subject. These include the duty of confidentiality of lawyers and statutory retention periods.

Contact data

For questions, comments or information about this privacy statement, please contact us using the information below.

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