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### Personal data

You can visit our website anonymously and learn more about the firm InesLegal. We can collect data about the users of our website, f.ex. the type of browser, the duration of a visit, which pages were visited. We cannot identify you with these data.

InesLegal only collects IP addresses in anonymised format. This information will generally not be directly traceable to your identity. Your IP address will only be traceable to the name of your provider or your company network.

InesLegal only collects personal data if you voluntarily provide your email address, for example for receiving further information.

Personal data that we process may include:

- Basic information such as your first and last name, prefix, title;
- Contact details such as your email address, postal address and phone number;
- Data related to the device you use to visit our website, such as an anonymised IP address;
- Data related to your visit to our website;
- Personal data you provide us for the purpose of attending events or meetings, such as access and dietary requirements or newsletters;
- Any other personal data relating to you which you may provide us with or that we may obtain in relation to the purposes and based on grounds set out below.

We collect this personal data because you provided this data to us. For example, you may provide data when entering into an agreement with us, by entering your data on our website or by giving us your business card. We may also collect your personal data from other sources, such as local counsel, counterparties, the Commercial Register, the Land Registry or by using publically available sources.

### Purposes and legal basis for the processing of personal data

InesLegal may process your personal data for the following purposes:

- To provide our legal services;
- To comply with our legal and regulatory obligations;
- For potential marketing and business development activities, such as news updates, invitations for our events, seminars and other marketing communications that may be of interest to you;
- To generate statistics regarding the use of the website and/or to analyse and improve the website;
- For the purpose of financial administration, invoicing and tax administration.

We will process your personal data using one or more of the following legal grounds:

- Performance of a contract;
- Compliance with a legal obligation;
- Legitimate interest;
- Your consent.

### Disclosure to others

If you provide us with your email address or other (indirectly identifiable) personal data, we will only use this information to answer your questions, while at your request an email address will be removed from our database.

InesLegal will in principle not disclose your personal data to third parties. However, in some cases it is necessary to share your personal data with third parties. This may include, but is not limited to:

- Third parties relevant to the legal services that we provide, such as counterparties, local counsel, courts, translation offices, regulatory authorities and governmental institutions;
- Third parties that we engage with, such as supervisory authorities and other bodies, in order to comply with legal obligations;
- Third party suppliers in connection with the processing of your personal data for the purposes described in this Privacy Statement, such as IT providers, communication service providers or other suppliers to whom we outsource certain support services.

We will only disclose your personal data to the aforementioned third parties for the purposes and on the legal grounds stated in this Privacy Statement. Third parties to whom we disclose your personal data are themselves responsible for compliance with privacy legislation. InesLegal is neither responsible nor liable for the processing of your personal data by these third parties. To the extent that a third party processes your personal data as a data processor of InesLegal, InesLegal will conclude a processor agreement with such party that meets the requirements set out in the GDPR. To be able to provide our services, it may be necessary for us to transfer your personal data to a recipient in a country outside of the European Economic Area. In that case InesLegal will ensure that the data transfer is compliant with the applicable law.

### **Retention periods**

InesLegal will not store your personal data any longer than is necessary to achieve the purposes stated in this Privacy Statement or to comply with the relevant laws and regulations.

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InesLegal can use Google Analytics, a web analytics service offered by Google Inc. ("Google"). Google Analytics uses cookies to help InesLegal analyse how you use our website. The information generated by a cookie set up for that purpose (including your anonymised IP address) is transferred to and stored by Google on servers in the United States. Google will use this information to keep InesLegal informed of how you use the website, to prepare reports on our website activities for InesLegal and to offer other services relating to website activity and internet usage. Google may provide this information to third parties if Google is under the legal obligation to do so, or in so far as these third parties process the information on behalf of Google. Google will not combine your IP address with other data held by Google. Google and all its subsidiaries, including Google Analytics, adhere to the privacy principles of and are affiliated with the Privacy Shield of the US Department of Commerce and the European Commission.

InesLegal has concluded a processing agreement with Google, and InesLegal only uses anonymous data. This means that the last 3 numbers of every IP address is anonymised and no details are given of any computer or individual. 'Sharing data' has been disabled with Google Analytics as well as user IDs and we do not make any other use of Google services in combination with Google Analytics cookies.

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### **Cookies**

InesLegal uses cookies on its website. A cookie is a simple text file that is stored on your computer by a web browser.

The cookies we use are necessary for the technical functioning of the website and your user friendliness. They enable the proper functioning of the website and store for instance your preference settings. They also enable us to optimise our website.

You may refuse the use of cookies by selecting the appropriate settings on your browser. Please note that this may affect the functionality of the website.

### **Hyperlinks**

For convenience's sake InesLegal may include hyperlinks to third party websites, including clients' websites, with their permission. If you visit these websites, the privacy policy of these third parties, and not InesLegal's, applies to the activities that you perform on these websites and the information that you disclose there.

### **Email**

You can reach us via email. The transfer of emails is never 100 percent safe. By sending confidential and / or sensitive information to us without encryption, you accept the risk that this information may fall in the hands of third parties.

### **No guarantees**

InesLegal offers the information on the website as a form of service for its clients and interested parties. The information provided on our website should not be regarded as legal advice. Although we take the utmost care in compiling the information provided on this website, we cannot guarantee that this information is always complete, correct or complete. Nor do we guarantee that their use leads to the right results or that the information is suitable for specific purposes.

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InesLegal cannot guarantee that the use of the information on this website does not infringe the rights of third parties. Under no circumstances is InesLegal, its shareholders and / or employees liable for any damage whatsoever, direct or indirect, that arises in any way by the use of the (information on the) website.

### **Security**

InesLegal has taken technical and organisational measures to ensure an appropriate level of security to protect your personal data from unauthorised or unlawful processing and from loss, destruction, damage, alteration or disclosure. If you have any questions regarding the security of your personal data, or if there are indications of misuse, please contact InesLegal at [info@ineslegal.com](mailto:info@ineslegal.com).

### **Amendments**

InesLegal reserves the right to change this Privacy Statement. These changes will be announced on this website. If you continue to use our website after the adjustment, the amended Privacy Statement will apply to this use.

The information on this website can be changed by us at any time. However, we are not obliged to keep the information on the website up to date. Since a legal advice is tailored to the specific circumstances of the case and legislation is constantly changing, the information provided on this website should not be considered as legal advice.

Before you make a decision or take action on the basis of the information on our website, we advise you to contact InesLegal.

### **Questions and complaints**

If you have any questions or suggestions regarding privacy or if you wish to amend the personal data provided to us, please contact InesLegal at [info@ineslegal.com](mailto:info@ineslegal.com).