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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 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.