

## **PRIVACY STATEMENT OF REULINGSCHUTTE**

### **INTRODUCTION**

The General Data Protection Regulation (GDPR) has been in force since 25 May 2018. Organisations must be able to demonstrate that the correct organisational and technical measures have been taken to comply with the GDPR ('accountability'). ReulingSchutte (hereafter: "RS") meets those requirements. This is set out in the following privacy statement.

### **PRIVACY STATEMENT**

This privacy statement applies to the processing of personal and business data (hereafter: "data") of our clients, potential clients, commissioning parties and their affiliated persons who are/will be involved in the assignment to be performed by us, and other persons who have contact with us. RS is responsible for the processing of your data, and in doing so we exercise the greatest possible care.

#### **What data do we process and for what purpose?**

If you grant an assignment to RS or if you are/become involved in some way in the performance of that assignment, RS will process your data. These data will in any event include your contact data, as well as data that are relevant to the file, including data required for invoicing. Sometimes sensitive and/or special data are also processed. RS cannot perform the assignment without processing your data. By granting the assignment to RS or by cooperating in the performance of the assignment, you give permission for the processing of your data.

#### **How long does RS retain your data?**

In principle, RS will retain files for up to two years after the end of the assignment. They are then stored in an archive to comply with the statutory retention periods. The administration is retained in accordance with the tax retention obligation (seven years after the end of the financial year).

#### **With whom do we share your data and how are your data secured?**

Your data will only be shared with third parties in connection with our services. RS has taken appropriate technical and organisational security measures to protect your data from loss, misuse and unauthorized access by third parties. A processing agreement has been concluded with parties that process data on RS's behalf (such as our ICT provider), which ensures that these third parties too take appropriate security measures.

In the event of a mediation assignment, the following applies: in connection with the requirements of our profession, your data may be provided to the Dutch Mediators Quality Foundation (SKM) and/or to the Dutch Mediation Disciplinary Foundation (STM). If a complaint is filed against one of our professionals in the capacity of mediator within the context of your file, your data will be shared in so far as necessary for the defence against that complaint.

If an action is brought against one of our professionals in the capacity of mediator, arbitrator, binding advisor, investigator or other role, your information will be shared in so far as necessary for the defence against that action.

In all these events your data may also be shared with our professional liability insurancy. Your data will be treated confidentially by both bodies.

We do not provide your information to third parties, unless we are obliged by legislation to provide certain information.

**What are your rights?**

Your rights are stated in articles 15 to 20, inclusive, of the GDPR. These rights include:

- a. the right of access to your data and to obtain a copy of such;
- b. the right to rectification of your data;
- c. the right to have your data erased ('right to be forgotten').

For more information about your rights, see the GDPR (articles 15-20). For questions regarding our privacy statement, you can contact us on +31 (0)20-8203400 or send an e-mail to [info@reulingschutte.nl](mailto:info@reulingschutte.nl).

*Version July 2023*