

## **Privacy policy**

We are committed to safeguarding the privacy of our website visitors at [www.jelsma-dejong.com](http://www.jelsma-dejong.com).

This policy applies where we are acting as a data controller with respect to the personal data of our website visitors; in other words, where we determine the purposes and means of the processing of that personal data.

We use cookies on our website. Insofar as those cookies are not strictly necessary for the provision of our website, we will ask you to consent to our use of cookies when you first visit our website.

In this policy, "we", "us" and "our" refer to Jelsma de Jong advocaten

### **How we use your personal data**

In this section we have set out:

- (a) the general categories of personal data that we may process;
- (b) the purposes for which we may process personal data; and
- (c) the legal bases of the processing.

We process data about your use of our website ("usage data"). The usage data may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use. The source of the usage data is our analytics tracking system. This usage data is processed for the purposes of analysing the use of the website. The legal basis for this processing is your consent.

We process information that you provide to us for the purpose of subscribing to our email notifications and/or newsletters ("notification data"). The notification data may be processed for the purposes of sending you the relevant notifications and/or newsletters. The legal basis for this processing is your consent.

We may process any of your personal data identified in this policy where necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing is our legitimate interests, namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.

In addition to the specific purposes for which we may process your personal data set out in this section, we may also process any of your personal data where such processing is necessary for compliance with a legal obligation to which we are subject.

### **International transfers of your personal data**

The hosting facilities for our website are situated in the Netherlands, therefore there are no international transfers of your personal data. All log files are saved in Amsterdam, The Netherlands and retained for a maximum period of 2 year.

## **Retaining and deleting personal data**

This section sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.

Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

We will retain your personal data as follows:

Usage data will be retained for a minimum period of 1 year following the date of collection, and for a maximum period of 2 years after which it will be deleted or anonymized;

Notification data will be retained for a period of 1 year following the date that we are instructed to cease sending the notifications;

## **Your rights**

Your principal rights under data protection law are:

The right to access - you can ask for copies of your personal data;

the right to rectification - you can ask us to rectify inaccurate personal data and to complete incomplete personal data;

the right to erasure - you can ask us to erase your personal data;

the right to restrict processing - you can ask us to restrict the processing of your personal data;

the right to object to processing - you can object to the processing of your personal data;

the right to data portability - you can ask that we transfer your personal data to another organisation or to you;

the right to complain to a supervisory authority - you can complain about our processing of your personal data; and

the right to withdraw consent - to the extent that the legal basis of our processing of your personal data is consent, you can withdraw that consent.

You may exercise any of your rights in relation to your personal data by written notice to us, using the contact details below.

## **About cookies**

A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.

Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

Cookies do not typically contain any information that personally identifies a user, but personal data that we store about you may be linked to the information stored in and obtained from cookies.

We do NOT use cookies for [www.jelsma-dejong.com](http://www.jelsma-dejong.com)

## **Amendments**

We may update this policy from time to time by publishing a new version on our website.

This Privacy Policy applies only to our online activities on [www.jelsma-dejong.com](http://www.jelsma-dejong.com) and is valid for visitors to our website with regards to the information that they shared and/or collect at [www.jelsma-dejong.com](http://www.jelsma-dejong.com). This policy is not applicable to any information collected offline or via channels other than this website.

## **Our details**

Jelsma de Jong  
Herengracht 503H  
1017 BV Amsterdam  
Privacy contact e-mail: [bj@jelsma-dejong.com](mailto:bj@jelsma-dejong.com)