



Privacy Statement

We are aware of the fact that you have confidence in us and we see it as our responsibility to protect your privacy. In this privacy statement (“**Statement**”), we inform you about the way in which Claws BV (Claws) deals with your personal data, including with regards to the question how we collect, use, disclose and protect your Personal Data (as such term is defined under the applicable Dutch data protection law). This way you understand exactly how we deal with your privacy.

This Statement applies to the services of Claws. Claws respects the privacy of all users of its website, www.clawslegal.com (the "**Website**") and services and ensures that the personal information you give us is treated confidentially.

With "**Personal Data**" we mean the personal data as defined in the applicable Dutch data protection law, more specifically Article 4 of the General Data Protection Regulation ("**AVG**").

What information we receive from you and store depends on how you use the Website and/or the services. You can read more about the following topics below:

1. What Personal Data Claws processes and why:
 - a. If you use the Website;
 - b. If we provide services for you;
 - c. If you contact us.
2. Protection of your Personal Data
3. Storage of your Personal Data
4. Access to, rectification and amendment of your Personal Data
5. Contact details and amendments to this Statement.

1. What Personal Data Claws processes and why:

Claws BV records various Personal Data in the context of our service provision. What Personal Data are involved depends on how you use our Website and/or services. Below, we describe what Personal Data we process in what situations, what legal ground applies to the processing and with what third parties we may share your Personal Data. Without your prior permission, we will not share your Personal Data with any other party than described below. Claws does not sell Personal Data for commercial purposes.

- a. *If you visit the Website www.clawslegal.com;*

We use cookies to optimize the functioning of our Website. Please read our [cookie policy](#) for more details.

b. If we provide services to you:

When you have given Claws an assignment, we process Personal Data that are required to perform our services. These Personal Data include (but are not limited to):

- E-mail address;
- Phone number;
- Company name;
- Name;
- Address;
- Residence;
- VAT number;
- Account number and other payment details, required for invoicing.

In addition, we may collect Personal Data that are relevant for your case. Depending of the subject of our services, this may concern sensitive Personal Data as well.

Processing of the Personal Data mentioned above is required to execute the agreements we have with you. As we may have to collect sensitive Personal Data (either from the start of our collaboration or along the way) we ask your consent to collect such sensitive Personal Data. Signing / agreeing to a quotation from Claws and / or entering into a mediation agreement with Claws means you give us said consent. If you do not consent to us processing such Personal Data or in the event that you withdraw consent, we can no longer provide our services to you.

Claws may share your Personal Data with:

- The partners that work with us in providing our services, such as our phone and secretarial service provider (youRconnected);
- Third parties concerned with data storage, such as for example Google Drive.

c. When you contact us

When you contact us, for example by asking a question about our services through our Website e-mail, by calling us or reaching out via social media or mail, we may use your Personal Data to answer your questions. These Personal Data include:

- Name;
- Phone number, e-mail address en/of address;
- Details shared by you when asking your questions.

We use the Personal Data above with the purpose to answer your questions and provide advice. We may share the Personal Data with the partners that help us executing said purposes.

In addition to the specific sharing described under each category below, all Personal Data that Claws processes may be shared as follows:

- Business transfers: In the event of a sale, merger, reorganization, dissolution of Claws or a similar event concerning Claws, Personal Data may be part of the transferred assets.
- Legal requirements: If required to do so by law or in the good faith belief that such action is necessary to (i) comply with a legal obligation, (ii) protect and defend our rights or property, (iii) act in urgent circumstances to protect the personal safety of users of the Website or the public, or (iv) protect against legal liability, we may disclose or share Personal Data.

2. Protection of your Personal Data

Claws understands that storing your Personal Data securely is extremely important. The Personal Data stored in our database are protected via the usual electronic security techniques, in accordance with the applicable data security standards.

All partners with whom we share your Personal Data must also comply with these security requirements. We will make (processing) agreements with these parties. This also applies to partners established outside the Netherlands and / or the European Union.

3. Storage of your Personal Data

Claws stores your Personal Data for no longer than permitted by law and no longer than necessary for the purposes for which your data are processed. How long certain Personal Data are stored depends on the nature of the data and the purposes for which they are processed.

4. Access to and rectification of your Personal Data and other rights you have

If you so desire, Claws can provide you with an overview of the Personal Data we have in file for you.

If any Personal Data proves to be incorrect, or if storing the Personal Data is in violation of applicable law, we will correct the Personal Data or, at your request, erase it. Requests for access to data or the rectification or erasure of Personal Data can be submitted at any time by sending an email to office@clawslegal.nl. After confirmation, Claws will then erase or amend your data within 4 weeks.

If you do not agree with the processing of your Personal Data, you can object to the processing at any time by sending an email to office@clawslegal.nl. After receiving your email, we will respond to your objection as soon as possible, but in any event within 4 weeks after our receipt of your request.

If you have given us consent to process your Personal Data, you can revoke this consent at any time by sending an email to office@clawslegal.nl. We will respond to and confirm your request in relation to revoking permission as soon as possible, but in any event within 4 weeks after our receipt of your request. Any revocation of consent will not affect the lawfulness of processing based on your prior consent.

If we can (no longer) process your Personal Data, we will (no longer) be able to provide services for you.

You are entitled to data portability. This means that you have the right to receive the Personal Data you have provided to us in a usable format so that they can be handed over to another controller. If you wish to receive your Personal Data in such a format, please send an email to office@clawslegal.nl. We will contact you as soon as possible to discuss in what format you would like to receive the data. After this contact, we will respond to your request and provide the Personal Data within 4 weeks, and no later than within 3 months if the request is complex.

If you have any concerns about our privacy practices, including the way we have handled your Personal Data, you can report it to the data protection authority that is authorized to hear those concerns.

5. Contact details and amendments to this Statement

If you wish to contact us with questions or comments about this Statement, you can do so via contacting the details below:

Claws BV

office@clawslegal.nl

020 220 2144

Postbus 10656

1001 ER

Amsterdam

Statement Changes. Claws may amend this Statement from time to time if new developments occur and/or it deems this necessary. However, if we make any material changes or if otherwise required by the applicable law, we will notify you by email or by means of a notice on the Website prior to the change becoming effective. Please review this Statement periodically, and especially before you provide any Personal Data. This Statement was last updated on the date indicated above. Your continued use of the Website after any changes or revisions to this Statement shall indicate your agreement with the terms of such revised Statement.

Last Updated: 09 January 2020
