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*Hilde BEELDENS***
Advocaten - Vennoten



ADVOCATENKANTOOR
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PRIVACY DECLARATION

Law firm Jan De Man & Hilde Beeldens (with KBO number 0836.276.689) is responsible for the protection of your personal data, in accordance with the applicable regulations, in particular with the General Data Protection Regulation.

With this privacy statement we want to inform you about what personal data we process about you, why we process this information and how we share this information, how long we keep this data and about the rights you can exercise regarding this data.

This privacy statement can always be consulted on our website <http://advocaatdeman.be>. If you have any further questions, you can always contact us by e-mail (info@adv-deman.be), by telephone (03 / 685.13.34) or by letter (Venstraat 153A, 2900 Schoten).

1) What personal data is processed by us?

We collect all personal information that is relevant to us, related to the purposes for which we collect it and to the extent necessary for the exercise of our activities.

The following categories of data can be processed by us:

Identification data

Personal identification data	Name, title, address (private, work), previous addresses, telephone number (private, work), identification data assigned by the responsible person
Identification data, other than the National Register number, issued by the government	ID card number, passport number, driving license number, pension number, number plate, ...

Financial details

Financial identification data	Identification and bank account numbers, numbers of credit or debit cards, secret codes.
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Venstraat 153a, 2900 Schoten

Contact Kantoor: Tel.: 03/685.18.70 - 685.00.73 - 685.13.34 - Fax: 03/658.39.90

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** Burgerlijke vennootschap o.v.v. BVBA KBO-nr. 0836.276.689 - BTW-nr.: BE 0836.276.689.*

*** Burgerlijke vennootschap o.v.v. BVBA KBO-nr. 0843.530.212.*

****Houder Getuigschrift Bijzondere Opleiding Cassatieprocedure in Strafzaken*

Onze aansprakelijkheid wordt beperkt tot de bedragen gedekt door onze beroepsaansprakelijkheidsverzekering.

Financial resources	Income, assets, investments, total income, professional income, savings, starting date and end date of investments, investment income, expenses on the assets.
Debts, expenses	Expenses, rental fees, loans, mortgages and other forms of credit.
Solvency	Assessment of income, financial status, solvency.
Debts, total expenditure expenses, rental fees	Loans, mortgages, loan type loans, loan amount, balance remaining to be paid, start date, duration, interest rate, overview of the payment, details concerning the guarantees.
Financial assistance	Benefits, assistance, donations
Particulars concerning the insurance	Nature of the insurance, details concerning the covered risks, insured amounts, period during which the risks are covered, due date, payments made or not made, status of the agreement
Financial transactions	Financial transactions that the person who is included in the file must pay and have paid, granted credit, guarantee, methods of payment, overview of payments, deposits and other guarantees
Compensation	Details concerning the required compensation, amounts paid or other forms of compensation.
Professional activities	Professional activities of the person included in the file: nature of the activity, nature of the goods or services used or delivered by the person included in the file, business relations.
Agreements and arrangements	Concerning the settlements or trade agreements, agreements concerning the representation or legal agreements, details concerning the agents.
Permits	Licenses in possession.
<i>Personal characteristics</i>	
Personal details	Age, gender, date of birth, place of birth, marital status, nationality
Military situation	Military status, military overview, military awards
Immigration status	Details on the visa, work permit, residence or travel restrictions, special conditions concerning the right of residence.
<i>Physical data</i>	
Physical description	Size, weight, hair color, color of the eyes, distinctive features
<i>Living habits</i>	
Habits	Tobacco consumption, alcohol consumption.
Lifestyle	Details concerning the consumption of goods or services, behavior of the individual or his family.

Details concerning journeys	Information about past stays and journeys, travel visas, work permits.
Social contacts	Friends, partners, other relations than those with close relatives..
Possessions	Land, property or other possessions.
Public office mandates that are held	At municipal, provincial, regional or federal level, participation in government committees or working groups or reflection groups, etc.
Complaints, incidents or accidents	Information concerning an accident, incident or complaint in which the person included in the file is involved, nature of the damage or injuries, persons involved, witnesses.
Awards	Civil and spiritual awards, awards from the army.
Media use	Use of the media and means of communication.
<i>Psychic data</i>	
Psychic descriptions	Opinions concerning personality or character.
<i>Family composition</i>	
Marriage or current form of coexisting	Name of the wife or partner, maiden name of the wife or partner, marriage date, date of the cohabitation contract, number of children, ...
Marital overview	Details of the previous marriages or commitments, divorces, divorces, names of the former partners..
Details concerning the other family or family members	Children, dependents, other members of the family, relatives in the sidelines, parents and descendants.
<i>Leisure activities and interests</i>	
Leisure activities and interests	Hobbies, sports, other interests.
<i>Memberships</i>	
Memberships (other than professional, political or trade union memberships)	Memberships of charitable or voluntary organizations, clubs, companies, associations, organizations, groups, ...
<i>Judicial data concerning ...</i>	
Legal information concerning suspected suspicions	Suspected suspicions of infringements, collusion with known criminals. Investigate legal actions (civil or criminal) that have been undertaken by or against the registered person.
Judicial information concerning convictions and punishments	Convictions and punishments.
Judicial data concerning judicial measures	Guardianship, provisional administrator, internment, placement.

Legal information concerning administrative sanctions

Administrative sanctions:

* of a purely disciplinary nature

* which may be imposed on non-civil servants who cooperate with a public service (physicians, pharmacists, paramedics, contractors of public works);

* which may be imposed on users of public services;

* which may be imposed for non-compliance with legal and regulatory provisions

Eg. leaving waste on public roads.

Consumption habits

Rental details

Details of the goods and services that are delivered, borrowed or rented to the registered person.

Property features

House characteristics

Address where the house is located: nature of the house, property or rented, length of stay at this address, rent, charges, classification of the house, details concerning the valorisation, names of the persons in possession of keys.

Data concerning ...

Physical health data

Medical records, medical report, diagnosis information, treatment, analysis result, Handicap or deficiency, diet; other special requirements related to health when handling a trip or a home.

Data on mental health

Medical record, medical report, diagnosis information, treatments, analysis results.

Information regarding remediation

Data concerning the means and procedures used for the medical and paramedical patient approach.

Training and education

Academic curriculum

Overview of the schools, institutions, universities, nature of the courses followed, intended diplomas, exam results, other obtained diplomas, assessment of the progress made in the studies.

Financial overview of the studies

Enrollment fees and costs paid, sources of funding, methods of payment, overview of payments

Professional qualifications

Professional qualifications and vocational training, special licenses (drivers license, ...).

Professional experience

Professional interests, research interests, academic interests, specialization topics, teaching experience, consultations.

Membership of / participation in professional organizations	Details of the groups, committees or committees concerned, functions performed, special interests and participation overview.
Publications	Books, articles, reports, published audiovisual material
<i>Profession and employment</i>	
Current employment	Employer, title and description of job, degree, date of recruitment, workplace, specialization or type of company, working conditions and conditions, previous positions and previous experience at the current employer
Recruitment	Date of recruitment, method of recruitment, source of recruitment, references, details concerning the trial period.
Termination	Date of departure date, reason for departure, given notice period, termination conditions.
Career	past relations and employers, periods without employment, conscription.
Salary	Payments and deductions, salary, commissions, bonuses, expenses, allowances, benefits, loans, withheld taxes, pension payments, trade union contribution, payment methods, date of the last salary increase.
<i>National Insurance number</i>	
National Insurance number	National Insurance number
<i>Racial or ethnic data</i>	
Racial or ethnic data	Racial or ethnic data
<i>Data about sexual life</i>	
Data about sexual life	Sexual orientation, ...
<i>Political views</i>	
Political tenor	Political convictions, voting preference.
Political relationship	Membership of a political party, political functions that are fulfilled
Membership of interest group / militant organizations	Membership of or support to interest groups or militant organizations.
<i>Membership of a trade union</i>	
Membership of a trade union	Membership of a trade union or a similar group fulfilled functions.

Philosophical or religious beliefs

Philosophical convictions

Philosophical or religious convictions

Image recordings

Images

Camera recording, photographic recording, video recording, digital photographs, ...

Surveillance

Images of security cameras

Sound recordings

Sound recordings

Tape recording, telephone recording ...

We obtained this information directly from you or via one of the following sources:

- Service provider such as bailiff, among other things;
- Publications or databases made available by official bodies such as Belgian Official Gazette, National Register etc.
- Website or social media pages that contain information that you have made publicly accessible
- Databases that were made public by third parties.

In certain specific situations we also process personal data of individuals with whom we could or would have had a direct relationship.

It is also possible that we collect information about you, while you do not have a direct relationship with us. This will be the case, for example, if a client, a service provider or a third party provides information about you because, for example, you are one of the following persons:

- Family member;
- Co-borrower / guarantor;
- Legal representative;
- Beneficiary of payment transactions performed by our clients;
- Beneficiary of an insurance policy;
- Final beneficiary;
- Debtor;
- Shareholder;
- Employee;
- Counterparty in the context of a (legal) dispute;
- Etc.

2) Reason and basis of processing the aforementioned personal data

We process your personal data:

- Because of our legal obligations;
- Because of an agreement for advice and / or assistance;
- To protect the vital interests of you or another natural person;
- For the defense of our legitimate interests or those of a third party;
- For the defense of clients;
- For the management of disputes and disputes;
- For customer management;
- And / or because you have provided these personal details to us.

Of course you are never obligated to communicate your personal data to us, but certain services are only possible if we process this information about you.

3) With whom will these personal data be shared?

In principle, this information is only shared within our office unless it is necessary to share this information with people outside our office, such as for starting and carrying out procedures.

This way your data can be shared with:

- Government or law enforcement agencies when they ask us to make the information public;
- Processors that provide statistical research and analysis;
- Processors who provide hosting of our website and related databases;
- With service providers who provide services on our behalf, such as experts, medical advisers, IT managers and court bailiffs;
- Banks, insurance and other financial institutions;
- Certain regulated professions such as, among others, other lawyers, notaries or auditors.

4) Hoe worden deze gegevens beveiligd?

Wij nemen uiteraard alle redelijke voorzorgsmaatregelen om uw persoonsgegevens te beveiligen. De toegang tot uw gegevens is beperkt zodat ongeoorloofde toegang, ongewenste openbaarmaking, wijziging of misbruik wordt voorkomen. Deze voorzorgsmaatregelen zijn afgestemd rekening houdend met de stand van de techniek, de uitvoeringskosten, de omvang en context van de gegevens alsook met de waarschijnlijkheid en ernst van de uiteenlopende risico's voor de rechten en vrijheden van personen.

5) How are these data secured?

We take all reasonable precautions to protect your personal data. Access to your data is limited to prevent unauthorized access, unwanted disclosure, alteration or abuse. These precautionary measures are tailored to the state of the art, the implementation costs, the size and context of the data as well as the likelihood and severity of the different risks to the rights and freedoms of individuals.

6) How long will your data be tracked?

Your personal data will not be stored longer than necessary, unless there is a legal obligation for us to keep your personal data longer. In principle, your file and thus also your personal data will be kept for a period of five years from the termination of the lawyer's mandate. After all, this is our legal obligation.

7) Passing on your personal data outside the European Economic Area (EEA)

Your personal data will be transferred to countries outside the EEA, but recognized by the European Commission as a country with an appropriate level of data protection.

For countries outside the EEA and for which the European Commission has not recognized that it is a country with an appropriate level of data protection, your data will only be passed on if this is necessary to execute our agreement with you (for example, to carry out international payments) or will sufficient guarantees are taken by us to ensure that your personal data are protected.

8) What are your rights and how can you exercise them?

Based on the General Data Protection Regulation, you have the right to inform us in accordance with Article 18 that you:

- Want to see the personal data we have about you;
- Want us to correct, update or delete your personal data in our administration;
- Want the processing of your data to be limited;
- Objections against the processing;
- You want to exercise your right to data portability;
- To report misuse of your personal data.

You can address this request to:

- By e-mail: info@adv-deman.be
- By letter: Venstraat 153A, 2900 Schoten
- By phone: 03 / 685.13.34

We will then try to respond to your request as soon as possible.

Finally, you also have the right to file a complaint with the supervisory authority: The Belgian Data Protection Authority, Rue des Printers 35, 1000 Brussels, +32 (0) 2 274 48 00, +32 (0) 2 274 48 35