



CHIRAZ MURADIN

ADVOCATEN . AMSTERDAM . LAWYERS

PRIVACY STATEMENT CHIRAZ MURADIN B.V.

Our vision on privacy

Chiraz Muradin B.V. (“**Chiraz Muradin**”) is a law firm in Amsterdam. Expertise, commitment and decisiveness are important pillars for us. Protecting the personal data we process is also of great importance to us. We process the personal data of our clients and potential clients with whom we have had contact or wish to contact and all other persons who contact us.

Who processes your personal data?

This privacy statement relates to the processing of personal data by Chiraz Muradin as the data controller. Chiraz Muradin is located in the Infinity Office at Amstelveenseweg 500 (1081 KL) in Amsterdam. You can reach us by telephone on +31 20 308 5924 and by e-mail via info@chirazmuradin.com.

What personal data do we process?

Personal data are data that say something about you or data that can be linked to you. Everything that can be done with your personal data, for example the collection, storage, use, transmission or deletion of your data, is called the ‘processing’ of personal data.

We process personal data that you yourself have provided to us. These are contact details and other personal details required for the handling of your case by our lawyers, for example your name, address, postal code, place of residence, telephone number, e-mail address, company name, job title, bank account number, date of birth and other information that is necessary in order to be able to serve you. This may also include personal data that we obtain from other sources, such as personal data from the Commercial Register of the Chamber of Commerce or the Land Register, and personal data available on public business and other websites. We can also obtain your personal data from other parties.

For what purpose and on what grounds do we process your personal data?

In order to be able to carry out our work properly, we need to collect and process your personal data. We will process your personal data if this is necessary for executing the letter of engagement you entered into with us for the provision of legal services by our lawyers. Your personal data is used to keep in contact with you about your case. Depending on the nature of your case, personal data other than your contact details may also be required. Your personal data is also used to send our invoices.

We are also legally obliged to record certain personal data in some instances. For example, under the Dutch Money Laundering and Terrorist Financing (Prevention) Act (WWFT), we are obliged to store a copy of your identity document or passport.

We can also process your personal data if we have a legitimate interest and do not disproportionately invade your privacy.

How do we process your personal data?

We have taken technical and organisational measures to protect your personal data and to prevent abuse. For example, we ensure that the systems in which we store your personal data are as secure as possible. Your personal data will only be used within Chiraz Muradin by those employees who, given their position, need to have access to it. In addition, all the information we receive from our clients is protected by the professional privilege to which our lawyers are bound. We can also engage service providers (processors) to process your personal data. For example, we work with processors who provide us with hosting services or ICT support. For that purpose, we conclude processing agreements with these processors in which they guarantee that they will comply with the requirements of the General Data Protection Regulation.

How long do we store your personal data?

We take great care to ensure that all your data is carefully stored and protected. We have a retention policy which stipulates how long we store personal data and we do not store your data for any longer than is necessary for the purpose for which it was processed. We comply with the statutory retention periods. We keep client files containing personal data for a period of 10 years after the letter of engagement has been terminated, unless there are reasons to retain this file for a longer period.

Who do we share your personal data with?

In principle, we do not share your personal data with third parties. However, it may sometimes be necessary to share your personal data with third parties. For example, it may be necessary to share your personal data with judicial authorities or other parties. It may also be necessary to share your personal data for the conclusion of a contract or the execution of a notarial deed. In some cases, transactions must be recorded, for example, in the Commercial Register of the Chamber of Commerce or in the Land Register. Data may also be shared with contractors engaged by us, such as bailiffs. Furthermore, we may be legally obliged to share your personal data with third parties. If a court decision orders us to share your personal data with third parties, we are obliged to comply with this.

Your personal data will not be shared with third parties for commercial purposes.

View or modify your personal data?

Would you like to know what personal data we have recorded about you? At Chiraz Muradin you can request an overview of the personal data that has been or will be processed about you. If you find that your personal data have been processed incorrectly or incompletely, or if you feel that certain personal data need not have been processed, you can submit a request to Chiraz Muradin and ask us to amend, supplement or delete your data. You also have the right to object to the processing of your personal data and you have the right to data portability (i.e. you can ask us to send data either to yourself or another organisation). In addition, you have the right to withdraw any consent granted for the processing of your personal data.

Because the lawyers working for Chiraz Muradin are bound by a duty of confidentiality, we cannot grant access to data processed in the context of our services.

If you have any questions or complaints about Chiraz Muradin's processing of personal data, please send an e-mail to info@chirazmuradin.com or submit written requests to:

Chiraz Muradin B.V.
Attn. Mr. C.M.R. Muradin
Access request personal data
Amstelveenseweg 500
1081 KL Amsterdam

If you believe that we do not comply with applicable privacy laws, please contact us. We will gladly help you resolve any issues. If the issue cannot be resolved, you are entitled to lodge a complaint with the Dutch Data Protection Authority.

About this privacy statement

The rules in the field of privacy law change regularly. Therefore our privacy statement may be amended from time to time. The most current version of our privacy statement can always be found on our website. This privacy statement was last amended on 4 March 2018.

