

## PRIVACY POLICY

The purpose of this "privacy policy" is to inform you of the categories of personal data we process, why we process these personal data, whom we share them with, and of the rights you have in relation to your personal data.

**1. Who is the Controller?** The controller is the SRL LABRANCHE-WALRAVENS (hereinafter "LABRANCHE-WALRAVENS" or "the Firm"), with registered office at Chaussée de La Hulpe, 110 in 1000 BRUSSELS (Belgium).

LABRANCHE-WALRAVENS has taken all appropriate technical and organisational measures to ensure the protection and confidentiality of your personal data. Furthermore, it has appointed a coordinator in charge of dealing with any data protection related issues who can be contacted at [privacy@labranche.info](mailto:privacy@labranche.info).

**2. What type of personal data do we process?** *Client and supplier data:* LABRANCHE-WALRAVENS only collects and processes data you provided in person, data it received from your lawyer or representative, or data of contact persons it received from its suppliers, service providers, consultants or clients.

These include identifying data (surname, first name, nationality, national number, copy of your identity card, age, gender, date of birth, civil status...) contact/location data (address, legal form, email address, landline/mobile number, fax number...), your occupation, language, banking details (bank account number) and any other data required for the performance of the specific task we were entrusted with and which will depend on the nature of that task (registration plate, EAN code, mortgage certificates, registration certificates, extracts from the Land Registry, etc....).

When you provide us with the personal data of one of your employees, freelancers or any other person as a point of contact for the performance of the contract or the task you entrust us with, we ask you to inform them of this privacy policy before you pass on their personal data to us.

*Third party data (party summoned, person on whom a writ is to be served, distrainee, etc...):* LABRANCHE-WALRAVENS only processes data that are required in the context of the ad-hoc mandate its clients entrust it with. Depending on the document (summons, distraint, final demand and notice, notification, formal notice, reminder, etc....), these include the particulars required by law or data that are necessary for the purpose of the document.

These data are either transmitted to us by our client or obtained from public administrations, the authorities and official databases (national register, the Land Registry, the vehicle registration division, etc).

These include identifying data (surname, first name, nationality, national number, age, gender, date of birth, civil status...) contact details (postal address, email address, fax number...), your occupation, language and a number of more specific data that will vary depending on the task in hand (registration plate, EAN code, mortgage certificates, registration certificates, extracts from the Land Registry, etc....). We also process any data you shared with us of your own accord in the context of an instrument (landline/mobile number).

The professional secrecy we as judicial officers are bound by also covers these data.

**3. Why (for what purpose) do we process your data?** LABRANCHE-WALRAVENS only processes your data for the performance of the mandate it is entrusted with (whether by its clients directly or via their lawyers or representatives), to allow us to comply with your requests, for billing and internal administration purposes, to perform a contract or to take steps prior to entering into a contract and to comply with the legal obligations LABRANCHE-WALRAVENS is subject to.

These processing operations are based on articles 6.1, a) of the General Data Protection Regulation of 27 April 2016 - hereinafter GDPR - (your consent), 6.1,b) GDPR (performance of a contract or to take steps prior to entering into a contract), 6.1,c) GDPR (compliance with a legal obligation: for instance to ensure that the documents contain the particulars required by the Judicial Code or to comply with our legal tax and accounting obligations) and 6.1, f) GDPR (legitimate interest: in particular to defend our interests in court in the event of a dispute).

**4. To whom do we disclose your data?** The members of our Firm have access to your data to the extent necessary for the accomplishment of its tasks and compliance with its obligations.

LABRANCHE-WALRAVENS only shares personal data with third parties where necessary for the performance of the mandate it was entrusted with, to comply with your request, to perform the contract or to comply with a legal obligation LABRANCHE-WALRAVENS is subject to. These third parties may include courts, court offices, administrative authorities, judicial officers based in other districts, notaries, registration offices, locksmiths, translators, couriers, etc....

LABRANCHE-WALRAVENS makes sure, to the greatest possible degree, that these third parties provide adequate guarantees that your personal data are protected.

LABRANCHE-WALRAVENS does not transmit your data outside of the European Union unless required to carry out a task it was entrusted with (for instance to serve a document abroad) and then only in accordance with the procedures set out in the legal text applicable to the document in question.

**5. How long do we store your personal data for?** Your data are only stored for the duration of the contractual relationship, the duration of the performance of the task and for the period required to allow LABRANCHE-WALRAVENS to meet its legal obligations (accounting and tax obligations included: 7 years as of the year during which the client was encoded for accounting purposes) and its legal obligation to keep records (10 years as of the date the file was closed).

**6. You are free to withdraw your consent at any time.** If LABRANCHE-WALRAVENS processes your data on the basis of your consent you are free to withdraw your consent at any time by emailing us at [privacy@labranche.info](mailto:privacy@labranche.info).

**7. What are your rights regarding your data?** Any data subject whose data are processed by LABRANCHE-WALRAVENS is entitled to request **access** to his or her personal data and to have any data that are inaccurate or incomplete **rectified** (articles 15 and 16 GDPR).

Data subjects are also free to ask that their personal data are **erased** under the conditions provided for in article 17 GDPR or to **restrict the processing** of their data under the conditions laid down in article 18 GDPR.

Data subjects whose personal data are processed by LABRANCHE-WALRAVENS may **object to their data being processing** under the conditions set out in article 21 GDPR.

Finally, data subjects are entitled to request a **copy** of their data in a structured, commonly used machine-readable format and to transmit it to another controller in the cases provided for in article 20 GDPR.

**8. How to exercise your rights regarding your personal data?** You can exercise your rights regarding your personal data by emailing us at [privacy@labranche.info](mailto:privacy@labranche.info). For security reasons, we will ask you for proof of identity.

You are also free to lodge a complaint with the supervisory authority. In Belgium, the supervisory authority is the Data Protection Authority ([www.autoriteprotectiondonnees.be](http://www.autoriteprotectiondonnees.be)).

**9. Amendments** – To ensure compliance with any changes in the privacy legislation, we reserve the right to amend the present “privacy policy” as the need arises. Please note that you can consult the latest version on our website at any time.

***LABRANCHE-WALRAVENS SRL – Chaussée de La Hulpe, 110 – 1000 BRUSSELS.***