



PRIVACY AND COOKIE POLICY

Bureau LEX, established at Gestelsestraat 68, 5615 LG Eindhoven, is responsible for the processing of personal data as reflected in this privacy statement.

Contact details:

<https://bureaulex.nl/>

info@bureaulex.nl

Gestelsestraat 68

5615 LG Eindhoven

[+31 40 304 1975](tel:+31403041975)

PERSONAL DATA THAT WE PROCESS

Bureau LEX processes your personal data because you use our services and/or because you provide the personal data to us.

Below is an overview of the personal data that we process:

- First name and surname
- Gender
- Date of birth
- Place of birth
- Address details
- Telephone number
- E-mail address
- Data about your activities on our website

SPECIAL AND/OR SENSITIVE PERSONAL DATA THAT WE PROCESS

Bureau LEX processes the following special and/or sensitive personal data in respect of you:

- citizen service number (*BSN*)

OUR PURPOSE OF AND BASIS FOR THE PROCESSING OF PERSONAL DATA

Bureau LEX processes your personal data for the following purposes:

- Settlement of your payment;
- Sending our newsletter and/or advertising leaflet;
- To be able to telephone or e-mail you if this is necessary to perform our services;
- To inform you about changes of our products and services;



- To deliver goods and services to you;
- Bureau LEX also processes personal data if we are required by law to do so, such as data that we need for our tax return.

AUTOMATED DECISION-MAKING

Bureau LEX does not take decisions based on automated processing operations regarding matters that may have (considerable) consequences for persons. These are decisions taken by computer programs or systems, without the intervention of a person (i.e. a staff member of Bureau LEX).

HOW LONG WE KEEP PERSONAL DATA

Bureau LEX does not keep your personal data any longer than strictly necessary to achieve the objectives for which your data are collected.

SHARING PERSONAL DATA WITH THIRD PARTIES

Bureau LEX does not sell your data to third parties and only provides these data if this is necessary for the performance of our agreement with you or to comply with a statutory obligation. We conclude a processing agreement with companies that process your data on our instructions in order to ensure the same level of security and confidentiality of your data. Bureau LEX remains responsible for these processing operations.

COOKIES, OR SIMILAR TECHNIQUES, THAT WE USE

Bureau LEX uses cookies for functional and analytical purposes. Cookies are small files, stored locally, that websites use to record information about users. For more information, please visit <https://cookiesandyou.com>. The main objective of cookies on this website is to keep up with the user experience.

To process data effectively and securely, we work with one data processor, i.e. Google. Google is limited in processing our data, and cannot process data without explicit consent.

Our partner in web-related matters, both for building and data collection, is OWOW (<https://owow.agency>), an agency established in Eindhoven. We work together to build a data flow that processes our data safely and efficiently.

The table below includes an overview of the cookies that we use, their function and the period during which they are active.

Cookie	Period	Description
_ga	2 years	Google Analytics long-term identification.
_gid	1 day	Google analytics identification.
cookie_notice_accepted	1 year	These cookies update cookie preferences.



HAVING ACCESS TO, ADJUSTING OR REMOVING DATA

You have the right to access, rectify or remove your personal data. In addition, you have the right to withdraw any consent to the data processing or to object to the processing of your personal data by Bureau LEX, and you have the right to data portability. That means that you may submit a request to us to have the personal data that we have of you sent to you or to another organisation of your choice in a computer file.

You may submit a request for access, rectification, removal, data transfer of your personal data or a request for withdrawal of your consent or an objection to the processing of your personal data to info@bureaulex.nl.

In order to be certain that the request for access has been made by you personally, we request that you enclose a photocopy of your identity document with the request. In this photocopy please blacken your passport photograph, MRZ (machine readable zone, the line with numbers at the bottom of the passport), passport number and citizen service number (BSN). This is to protect your privacy. We respond to your request as soon as possible, but within four weeks.

Bureau LEX also wants to point out that you have the possibility to submit a complaint to the national supervisory authority, the Dutch Data Protection Authority. You can do so via this link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

HOW WE SECURE PERSONAL DATA

Bureau LEX takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised alteration. If you have the impression that your data are not secure or if there are indications of misuse, please contact our customer service or send an e-mail to info@bureaulex.nl.