

Privacy Statement Considera

1. INTRODUCTION

1.1. This Privacy Statement ("Statement") is used by Considera, with its offices located at Landsroemlaan 10/0, 1081 Brussels, Belgium (KBO no.: 0683.756.958). We can be contacted via privacy@considera.be.

1.2. The purpose of this Statement is to explain why and how data that identifies or may be used to identify natural persons with ("Personal Data") is processed by Considera.

2. PERSONAL DATA

2.1. Considera may process Personal Data that relates to you in the following situations:

- 2.1.1. You are a client;
- 2.1.2. You are the counterparty of a client;
- 2.1.3. You are a supplier of products or services;
- 2.1.4. You work for a client or supplier, based on an employment contract or otherwise;
- 2.1.5. You apply for a vacancy;
- 2.1.6. You are a person, or you work for an entity, that Considera would like to offer its services to.

2.2. The Personal Data that maybe processed by Considera is:

- 2.2.1. Your first and last name;
- 2.2.2. Your (business) contact details;
- 2.2.3. Your (business) address details;
- 2.2.4. Data relating to the business or legal entity that you work for;
- 2.2.5. Your (business) email address;
- 2.2.6. The Personal Data that are provided to Considera by judicial bodies in the course of performing our services;
- 2.2.7. The Personal Data that are obtained by Considera through databases as maintained by governmental bodies if so required on the basis of the service provided by Considera;
- 2.2.8. A copy of your identification papers if required to comply with a legal obligation to which Considera is subject;
- 2.2.9. Your national identification number, if required to comply with a legal obligation to which Considera is subject; A copy of your residence permit, if required to comply with a legal obligation to which Considera is subject;
- 2.2.10. Any other Personal Data, depending on the nature of the relation you have with Considera.

2.3. In addition to this Personal Data, it is possible that you provide us with other Personal Data in the course of your contact with Considera. This may concern the following Personal Data:

- 2.3.1. The Personal Data that you provide to Considera in the course of the services Considera performs for you, such as but not limited to the Personal Data that are necessary to perform the legal services for you as requested;
- 2.3.2. The Personal Data that Considera obtains through your use of the website when you send Considera products or provide services to Considera, contact Considera or in any other way communicate with Considera, whether or not on behalf of a business or legal entity.

2.4. The provision of the requested Personal Data under 2.2 is, in principle, mandatory and a necessary requirement to enter into an agreement with Considera. Where such Personal Data is not provided, Considera may not be able to comply with obligations that Considera is subject to or perform the agreement that has been or will be entered into. The provision of the Personal Data as described under 2.3 is, in principle, not mandatory and is not a necessary requirement to enter into an agreement with Considera. Where the Personal Data is not provided, Considera may not be able to perform the services and obligations as intended.

3. SOURCES

3.1. In principle, Considera obtains the Personal Data through you. This is not the case in the following situations:

- 3.1.1. Where Considera receives Personal Data from a third parties such as opponents or their legal representatives, notaries, bailiffs, liquidators, commercial data providers, judicial or administrative bodies;
- 3.1.2. Where Considera obtains Personal Data through official databases and registers, such as the 'Rijksregister', the 'kadaster', the 'Belgisch Staatsblad', or the 'Kruispuntbank van Ondernemingen';
- 3.1.3. Where Considera has engaged an employment agency, headhunter or similar service to recruit new employees.

4. LEGAL GROUNDS

4.1. Considera collects Personal Data based on the following legal grounds for processing:

- 4.1.1. The processing is necessary for the performance of a

contract to which you are party or in order to take steps at your request prior to entering into a contract;

4.1.2. The processing is necessary for compliance with a legal obligation to which Considera is subject;

4.1.3. The processing is necessary for the purposes of legitimate interests pursued by Considera, i.e. the interest to perform its business activities, such as but not limited to the performance of the contract as entered into with your business, your employer or principal, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child;

4.1.4. Where necessary, Considera will request your consent for the processing of your Personal Data.

5. PURPOSES

5.1. Considera is processing the Personal Data mentioned for the following purposes:

5.1.1. To allow Considera to enter into an agreement with you - or the business that you represent or that you work for - and to perform this agreement, such as but not limited to the agreement for the performance of legal services, the agreement for the supply of products and services to Considera or to register and manage our clients, their counterparties, suppliers and other third parties Considera interacts with;

5.1.2. To allow Considera to comply with legal obligations to which Considera is subject;

5.1.3. To allow Considera to recruit new employees, assess them and hire them;

5.1.4. To allow Considera to perform direct marketing activities, such as but not limited to informing you about our services, events and possibilities and to verify the effectiveness of such activities.

6. RETENTION TIMES

6.1. Considera stores the Personal Data no longer than necessary for the purposes as described in this Statement, unless Considera is required by law to store the Personal Data for a longer period of time. Specific retention times are:

6.1.1. General accounts receivable / payable

6.1.2. The Personal Data in connection to the general accounts receivable and payable, such as but not limited to transactions with clients and suppliers, will be stored for the term of the agreement that forms the basis of the claim and up to 10 (ten) years after the case has been closed or the agreement has ended, unless Considera is required by law to store the Personal Data for a longer period of time.

6.1.3. Matter data

6.1.4. The Personal Data that is present in our legal dossiers and concern a matter that is being handled by Considera or has been handled by Considera, will be stored for the term of the agreement that forms the basis of the handling of the matter by Considera and until (10) ten years after the matter has been closed, unless Considera is required by law to store the Personal Data for a longer period of time.

6.1.5. Client data

6.1.6. The Personal Data concerning the clients of Considera that is not covered by a specific retention period will be stored up to 10 (ten) years after the last case for the client has been closed, unless Considera is required by law to store the Personal Data for a longer period of time, such as but not limited to the Money Laundering and Terrorist Financing (Prevention) Act.

6.1.7. Prospects

6.1.8. The Personal Data concerning prospects of Considera will be stored for Considera until 5 (five) years after the last contact with the prospect, unless Considera is required by law to store the Personal Data for a longer period of time.

6.1.9. Recruitment

6.1.10. The Personal Data concerning job applicants or candidates will be stored for the term of the procedure. If in the course of the procedure the job applicant or candidate is hired by Considera, the processing and storage of such Personal Data will continue in accordance with Considera's obligations under the employment legislation.

6.1.11. If in the course of the procedure the job applicant or candidate is not hired by Considera, the Personal Data will be deleted 2 (two) months after the procedure has ended, unless otherwise required by law or the job applicant or candidate consents to a longer storage period. In that case, the Personal Data will be stored for 2 (two) years after such consent has been provided, unless Considera is required by law to store the Personal Data for a longer period of time.

7. RECIPIENTS AND TRANSFER

7.1. Considera may transfer Personal Data to third parties, referred to as 'recipients', if this transfer is required for the performance of the purposes as contained in this Statement. The (categories of) recipients are:

7.1.1. Our business relations, customers and suppliers;

7.1.2. Any experts engaged by us, necessary for the performance of the agreement with you, such as bailiffs and postal services;

7.1.3. The judicial and governmental bodies, including arbitrators, that are necessary in the performance of the agreement;

7.1.4. Legal advisors and other professional service providers to assist the business of Considera;

7.1.5. Analytics services to assess the effectiveness of our websites;

7.1.6. All recipients that you agree with in the performance of the services of Considera for you or the business you work for.

7.1.7. Any person or entity to which Considera is legally obliged to provide Personal Data or to perform the Statement, the general terms and conditions or the agreement with you, to protect the rights, property and freedoms of Considera or her clients or other third parties to which Considera has a duty of care.

8. INTERNATIONAL TRANSFER

8.1. Considera in principle does not transfer Personal Data outside of the European Union or international organisations.

8.2. As an exception to the above Considera's cloud storage and office software provider, Microsoft, may occasionally store or process Personal Data outside of the European Union in accordance with its own GDPR policies.

9. SECURITY

9.1. Considera highly values the protection of Personal Data and has implemented adequate measures and safeguards. These measures comply with the requirements of the GDPR, and consist of, amongst others:

9.1.1. Securing the physical location of the Personal Data;

9.1.2. Ensuring confidentiality of the Personal Data;

9.1.3. Controlling access to Personal Data.

10. RIGHTS

10.1. The GDPR provides data subjects, depending on the situation, with the following rights:

The right to access to Personal Data;

10.1.2. The right to rectification of Personal Data;

10.1.3. The right to request from Considera the erasure of Personal Data;

10.1.4. The right to request Considera whether the processing of the Personal Data maybe restricted;

10.1.5. The right to object to processing;

10.1.6. The right to data portability;

10.1.7. Where the processing is based on consent: the right to withdraw such consent at any time, without such withdrawal having effect on the legitimacy of the processing prior to withdrawal;

10.1.8. The right to lodge a complaint at a supervisory authority. The competent supervisory authority for Belgium is the 'Gegevensbeschermingsautoriteit'

(www.gegevensbeschermingsautoriteit.be)

When performing these rights, Considera may request specific additional information. Such additional information will only be processed for the purpose of performing the rights mentioned.

11. QUESTIONS

11.1. Should you have any questions regarding this Statement or the processing of Personal Data by Considera or should you want to exercise your data protection rights, please contact Considera via the details provided in article 1.1 of this Statement.