



Privacy Notice

Ethikos is committed to the respect of privacy and the protection of personal data.

The objective of this Privacy Notice is to inform you about the personal data that are processed by Ethikos SRL/BV (law firm with registered office located at 1050 Brussels, avenue Louise/Louizalaan 200, Crossroad Bank for Enterprises n° 0730.976.063), acting as data controller, about the legal grounds and the purposes of this processing, the persons to whom your data is transferred, the period of data retention and the rights that you can exercise with regard to your data.

1. What type of personal data do we collect?

a) **If you are a client**, we will process the following data:

Contact and identification data: name, surname, title, function, company, address, legal entity, e-mail address, phone number, mobile number, fax number, nationality, ID, national number, VAT number, bank account, business register number, preferred language, areas of interests, industry sector...

Necessary data to enable us to provide our services: any data required in order for us to provide our legal services and to defend your rights.

b) **When you apply to work for Ethikos**, we process the following data:

Contact and identification data: name, surname, address, e-mail address, phone number, mobile number, fax number, nationality, ID, national number, VAT number, business register number, preferred language...

Data to assess your application: degrees, certifications, professional experience, salary, language skills, hobbies and leisure activities, publications, age, memberships...

c) **If you attend events organized by Ethikos, if you receive newsletters from Ethikos or if you give us your business card**, we process the following data:

Contact and identification data: name, surname, title, function, company, address, legal entity, e-mail address, phone number, mobile number, fax number, nationality, ID, national number, VAT number, bank account, business register number, preferred language, areas of interests, industry sector, ...

d) **Ethikos does not process sensitive data** relating to your health, ethnicity, philosophical, political opinion, religion or beliefs, trade union membership unless it is strictly necessary, for example if these data are relevant to analyse or defend your legal position.

2. Where do we collect your data from?

The data processed by Ethikos may either be directly provided by you or be obtained from the following sources:

- The official publications and databases (e.g. the Belgian gazette),
- Websites or other publications containing personal data relating to you.

When you provide us with personal data about third parties, to enable us to provide our legal services, you warrant that the data that you provide is done with the consent of the relevant persons or on the basis of other legal grounds which allow the communication and the processing of their data.



3. Why do we process your personal data and what is our legal basis to process your personal data?

We collect your data:

- to comply with **legal obligations** to which we are subject, e.g. to respect the provisions of the anti-money laundering laws;
- for the **performance of the contracts** that we have entered into with you, in order to provide you the legal services that you request;
- based on **your consent**, e.g. when you contact us to receive information; in this case, you are free to withdraw your consent at any time;
- based on our **legitimate interest**, to conduct our business (e.g. by contacting you to introduce you to Ethikos) and to further improve upon our level of service offering. To this end, we strive to maintain a fair balance between our need to process your personal data and the preservation of your rights and freedoms, including the protection of your privacy.

4. Who we share your data with?

The attorneys of Ethikos are bound by professional secrecy.

As a general rule, Ethikos does not share personal data with third parties.

However, Ethikos may share your data in the following cases:

- When required by a legal obligation or a court order;
- When necessary for the performance of our legal services, to public authorities, bailiffs, notaries, experts, auditors, associates or external collaborators...;
- To suppliers such as IT suppliers, accountants, marketing companies...; when these suppliers have access to your personal data for the performance of their services, we conclude a data processing agreement to ensure an appropriate level of protection and security for your data.

5. Transfer of data outside of the European Economic Area

Ethikos does not transfer data outside of the EEA (European Economic Area). In the event there is a requirement to transfer data outside of the EEA, Ethikos will enter into the necessary agreements to ensure an appropriate level of security and protection.

6. How long do we keep your data?

When we process your data for the performance of legal services, we keep your data as long as is necessary for the provision of the legal services and, after our contractual relationship is terminated, we will keep your data as long as is necessary to meet our accounting, tax or other legal obligations.

If the processing of your data is based on your consent, we will process your data for the purpose for which you gave your consent. If you withdraw your consent, we will stop processing your personal data.

When we process your data for recruitment purposes, your data will be processed during the recruitment process and for maximum one year after the end of this process.



7. What are your rights and how can you exercise them?

At any time, you can contact Ethikos:

- by mail at the following address: avenue Louise/Louizalaan 200, 1050 Brussels;
- by email at info@ethikos.be.

If you have questions relating to the processing of your personal data or if you want to exercise one of the following rights:

- right of access, to rectification or to erasure of your personal data;
- right to restrict or to object to the processing or the transfer of your personal data;
- right to withdraw your consent to the processing or the transfer of your personal data, in case the processing is based on your consent;
- right to portability (right to receive your data or to request us to transmit your data to another data controller).

We will make our best efforts to answer your questions to the extent possible and as soon as possible.

If you are not satisfied with the answer of Ethikos, you can complain to the competent data protection authority (in Belgium, The Data Protection Authority, <https://www.dataprotectionauthority.be/>).

8. Final provisions

Ethikos reserves the right to amend this Privacy Notice at any time in order, in particular in the event of changes to the law. The most recent version of this Privacy Notice will always be disponible on our website (www.ethikos.be).