

Privacy Policy

Last updated : March 31, 2021

We take the confidentiality and the protection of your Personal Data very seriously. Therefore, we process your Personal Data only to the extent permissible under statutory provisions, in particular under Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (“**General Data Protection Regulation**” or “**GDPR**”).

With this Privacy Policy Cambrian wants to inform any visitor of www.cambrian.be which Personal Data are being processed and for which purposes in accordance with Art. 13 GDPR. This Privacy Policy is dated March 1 2021 and will be updated from time to time to reflect any changing regulatory requirements, processing practices or new functionalities that Cambrian might add. Any such changes to the Privacy Policy will be posted on www.cambrian.be and will be effective upon publication. See our Cookie Policy for more information about the usage of cookies.

Introduction

The privacy policy applies to the processing of Personal Data of:

- Visitors of www.cambrian.be
- Clients of Cambrian;
- Recruitment candidates;
- Supplier.

The entity responsible for processing your personal data is:

Cambrian BV (hereafter “**Cambrian**” or “**we**”)
Karel Oomsstraat 47A, B-2018 Antwerpen
+32 3 361 73 01
hello@cambrian.be
RLE 0745.349.879

The Personal Data Cambrian collects and processes

The personal data that Cambrian collects and processes from you may include the following information (any such data hereinafter referred to as “**Personal Data**”):

- **Identity data** including name, surname, date of birth, passport number, etc.
- **Contact data** including billing address, email address, phone number.
- **Financial data** including bank account details.
- **Professional information** including your employer, your title or position, your professional history, your preferred language, the practice areas, jurisdictions and industries you are interested in, your relationship to a person.
- **HR data** including information that you provided to us when applying for a job at Cambrian in order to assess your profile and skills.
- **Usage or technical data** such as information that we derive from your visits to www.cambrian.be, such as your IP address, the pages you visit, the browser you are using, the website you have previously visited, demographic information, and the time and duration of your visit.
- **Cookies** reference is made to the Cambrian Cookie Policy for more detail.

Unless we consulted on cases related criminal law or employment law, Cambrian will not process Personal Data relating to criminal convictions and offences special categories of Personal Data such as e.g. religious or philosophical beliefs, political opinions, trade union membership, information about health.

How Cambrian collects your Personal Data

- Your Personal Data might be collected directly from you when you provide us your Personal Data. E.g.: You provide us with Personal Data that are necessary for a client service, you send us a message through the contact form, you reach out to us in connection with an open job offering, you give us your business information on a client event of Cambrian; you participate in one of our events, etc.
- Your Personal Data may be collected from third parties: E.g.: When another party sends us your Personal Data; in order to do background checks; when we interact with government or other public authorities; when we receive documents of the parties to proceedings and their counsel
- Your Personal Data might be collected automatically if you visit Cambrian.be, through the use of Cookies as set out in the Cookie Policy
- Your Personal Data may be collected by using publicly available resources, including: E.g.: public register of companies, public register of individuals, etc.

For which purposes and on which grounds does Cambrian process your Personal Data?

Your Personal Data will be processed for the following purposes:

- To provide legal advice or other services to our (potential) clients and to manage business relationships with you or your organisation (including for billing, accounting, auditing, collection, payments, employment, and other support services).
- To handle our matters and to get in touch with parties to proceedings and their counsel.
- To act in compliance with our legal and regulatory obligations, including with respect to anti-money laundering, KYC and sanction checks.
- To manage and secure access to our offices and website www.cambrian.be.
- To inform you about job openings and opportunities at Cambrian that we consider suitable for you.

Additionally, we may process your Personal Data for the following purposes:

- Communicating with you with respect to legal developments, events, products or services provided by Cambrian and that are relevant to you (including via newsletters, alerts, event invitations, etc.).
- Distributing surveys.
- In addition, if you consent by clicking on our website's cookie notice, we automatically process Personal Data for technical and functional management of our website and to ensure it is easy to use. More information about cookies can be found in our Cookie Policy.

On which ground does Cambrian process your Personal Data?

Cambrian might process your Personal Data on following grounds:

- To **performance of a contract**: when the processing is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract (e.g. identity data, contact data, financial data, professional information or HR Data)
- To **comply with a legal obligation** (e.g. identity data, contact data, financial data)
- For Cambrian's **legitimate interest**: when necessary for the interest of Cambrian or a third party and your fundamental rights are not overridden by such interests. These legitimate interests include organising our internal operations, handling our matters, ensuring proper administration, ensuring appropriate security, and the like. (e.g. identity data, contact data, financial data, professional information or HR Data)
- **Consent**: where you have provided your consent or explicit consent to the processing of the Personal Data. (e.g. identity data, contact data, financial data, professional information or HR Data). The consent you provide is free, and you always have the right to withdraw a consent at any time. For the avoidance of doubt, withdrawal of consent does not affect the processing of Personal Data (i) prior to such withdrawal, (ii) based on any legitimate ground for processing Personal Data, and (iii) in case of a legitimate interest of the processing.

Exchange of your Personal Data

Any Personal Data we collect from you, may be transferred to third parties (including (sub)contractors, other counsel, legal directories, and third parties involved in your matter), both based inside and outside the European Union, in order to execute a processing agreement, based upon your consent or because required by applicable law and regulations.

For data processed outside the European Union or European Economic Area, Cambrian applies the standard contractual clauses defined by the European Commission.

Security

Cambrian secures your Personal Data through various technical and organisational measures, such as firewalls, secured servers, and data processing agreements with third parties.

Retention

- **Identity data** until removal of the Personal Data
- **Contact data** until removal of the Personal Data
- **Financial data** until removal of the Personal Data
- **Professional information** until removal of the Personal Data
- **HR data** two (2) years
- **Usage or technical data** one (1) year
- **Cookies** as set out in our Cookie Policy

Your rights

Subject to the terms and conditions provided for by the applicable law, you may contact Cambrian to exercise the following rights:

- right of access
- right to rectification
- right to erasure ("right to be forgotten")
- right to restriction of processing
- right to object to the processing
- right to withdraw consent
- right to data portability

If we process your personal data on the basis of our legitimate interests (Art. 6 (1) (f) GDPR), you can object to the processing by contacting us (see "Controller" for contact details). The same applies if we process your data on the basis of your consent, you have the right to revoke your consent at any time with effect for the future.

Furthermore, you are entitled to lodge a complaint with a supervisory authority regarding the processing of your personal data

Should you have any questions or complaints about this Privacy Policy or if you wish to exercise any of your rights in respect of your Personal Data processed by Cambrian, please send your request hello@cambrian.be or by post to Cambrian BV, Karel Oomsstraat 47A, B-2018 Antwerpen.

If you believe that your rights as a data subject have been infringed, please be aware that you have the right to lodge a complaint with the relevant supervisory authority. Depending on the responsible entity, this will be the *Gegevensbeschermingsautoriteit / l'Autorité de protection des données* (for Belgium).