

In the context of the legal assistance assignment that you wish to entrust to our firm, we are required to process a certain amount of information relating to you. This information is necessary in order to perform the assignment you entrust to our firm. Likewise, if you wish to apply for a position with our firm or to provide services or goods to our firm, certain information relating to you will also be processed. In that case, the processing of such information is necessary for the performance of our contractual relationship with you, or for the preparation thereof (in the case of an application).



To the extent that this information directly or indirectly relates to you as a natural person (in which case it qualifies as personal data), the firm complies with the obligations imposed by personal data protection legislation.

This means, inter alia, that the firm will process such data solely for the purpose of the assignment you have entrusted to the firm, or for the contract you wish to enter into with us. In that context, the processing of personal data by the firm is permitted (see Article 6(1)(b) of Regulation (EU) 2016/679). Your data may also be used for purposes that are inextricably linked to the assignment entrusted to the firm (such as, for example, invoicing), or to inform you of important legal developments that may be relevant to you as a client. The data collected consist at a minimum of your identification details, your correspondence and invoicing address, as well as all data that are strictly necessary for the performance of the assignment you entrust to the firm, or more generally for the contract you wish to enter into with the firm.



Each lawyer within the firm is responsible for these personal data and for their correct processing. If you have any questions, you may always contact your usual contact person.



The data you entrust to the firm as a client are not only protected by personal data protection legislation, but also by the lawyer's professional secrecy. Your personal data are therefore not shared with anyone, unless you have expressly given your consent or unless the firm is legally obliged to do so (for example, in the context of anti-money laundering legislation). In that context as well, the transfer of personal data is permitted (Article 6(1)(c) of Regulation (EU) 2016/679). The personal data you entrust to our firm as an applicant or as a supplier of goods or services are, in principle, also not shared with anyone, unless this is necessary for the performance of the contract you have with us or that is being prepared (in the case of an applicant).

In some cases, however, sharing your data with third parties forms part of the assignment you entrust to us or of the contract you enter into with us. This may include, for example, the sharing of your personal data with the competent courts or opposing parties when you entrust us with the conduct of judicial proceedings, or the sharing of your personal data with other third parties who provide services on behalf of our firm, such as IT service providers. These third parties only have access to your personal data to the extent necessary for their services. We also take all necessary measures to ensure that these third parties comply with privacy standards at all times.



The personal data of clients are retained for the duration of the handling of the file. Your file is archived once the assignment you entrusted to us has been completed and the fees for that assignment have been paid. After archiving, all information processed about you in the context of the entrusted assignment is retained for a further period of 10 years (with the exception of the regularisation files, which are kept for 15 years), after which your data are anonymised in the firm's digital systems. The same retention period applies to the personal data of suppliers of goods and services, due to accounting retention obligations. Personal data of applicants are destroyed three years after the assessment of the application, in order to allow valuable applicants whose application was not retained at the time to be contacted again at a later stage. After expiry of these periods, your personal data are removed from our digital processing systems. Information stored in paper form is destroyed by a professional paper shredding service. As a firm, we take all necessary technical and organisational measures to ensure the security of these data for the duration of their processing.



As a data subject, you always have the right to access your personal data and to request rectification, erasure or restriction of the processing of data relating to you. You also have the right to object to processing and the right to data portability. For the exercise of these rights, you may contact the firm's GDPR officers, namely Mr Luc De Meyere, Mr Bart Westen and Ms Sylvie De Raedt.

As a data subject, you also always have the right to lodge a complaint with the Belgian Data Protection Authority.