

# Privacy Statement

## Who we are

Caselex provides information services – being subscriptions to use our databases, tailored advisory services and provision of promotional material related thereto (such as our newsletters) – to our clients, such as legal professionals with a particular focus on law firms, regulators (like competition authorities), large companies and their advisors.

Any reference to ('us', 'we' or 'ours') refers to Caselex BV, a legal entity under Dutch law, having its statutory seat at Wolfherzerweg 5, 6861 AA Oosterbeek, the Netherlands. Our website is available at [www.caselex.eu](http://www.caselex.eu).

## Our statement

Caselex takes your privacy seriously and is committed to protecting your privacy rights. We want you to know why we collect your personal information, what we collect, how we use it, and for how long we store it. We also want you to know how you can access, amend, correct, and in some cases delete your information.

All our activities are governed by relevant European and Dutch rules on the protection of personal data, the General Data Protection Regulation in particular. Caselex does not have a Data Protection Officer (as it does not have this obligation under law).

## Which personal data do we collect and why

### *Our Staff*

We collect personal data of our staff members which include: (a) for those staff members that are employed: a copy of their passports including their personal identification number, information on (sick) leave and days worked, information on gross and net wages including social security commitments, reports on personal development, and (b) for those staff members that are employed as well as staff members that work for us on a free lance basis: names, email addresses, postal addresses, pictures, CVs, bank account information and amounts transferred thereto.

We collect and use this information to live up to obligations of Dutch law, including rules on taxation, social security and administrative obligations and to live up to our contractual obligations.

This information is collected through email (the hosting thereof is provided by QDC BV, see below) and stored in Office 365 (a service provided by Microsoft) as well as in Exact (a service provided by Exact Online). We also store the names and email addresses of our staff in the Caselex technical platform so that they can deliver their services agreed upon to Caselex.

We keep these personal data for a period of 7 years after termination of the contractual relationship with these staff members and copies of the employment agreements for a period of 12 years after termination of the employment contract (both terms are in conformity with the relevant obligations under Dutch law).

### *Our Clients' Users*

We collect personal data of the users of our clients, which include: the names, their business email addresses and their phone numbers, their position within the organisation of our clients services. We collect these data in the context of providing our services, which includes setting up trials to test out our services, preparation of and entering into (licence) agreements and acting upon the rights and obligations pertaining thereto.

We collect and use this information to live up to obligations of Dutch law and to live up to our contractual obligations.

This information is collected through email (the hosting thereof is provided by QDC BV) and partly stored in Office 365 (which service is provided by Microsoft). We also store part of this information in the Caselex technical platform – allowing us to deliver our services – as well as in Teamleader (a CRM system to manage our client relations, which is provided by Teamleader BV). Furthermore, we rely on Exact (a service provided by Exact Online), to maintain our administration.

We keep these personal data for a period of 7 years after termination of the contractual relationship with our clients which is in conformity with the relevant obligations under Dutch law.

### **With whom we share your data**

We do not share personal or contact information with others unless there is a legal or administrative obligation to do so. We do use a customer's business contact or contact information to occasionally establish targeted contact between two people in the context of a customer relationship or project.

### **How long we store your data**

Personnel details, customer details and business contact details are retained for the statutory period of 7 years. We store e-mail and the contents of documents for a maximum of 12 years. We retain mailing list data until you cancel your subscription, the list is deleted, or a specified e-mail address no longer exists.

### **What rights you have over your data**

You can ask us for an overview of personal data we have about you. You may also request that we correct or delete any personal data we hold about you. We will not delete personal data that we are required to retain due to administrative or legal obligations.

### **Precautions**

No Data Protection Impact Assessment is required or mandatory for any of our data processing operations. Of course, we do take measures to minimise the risk of data being misdirected.

### **How we protect data**

The business administration is stored encrypted both internally and in a European data centre, and access is secured with passwords.