



# LITIGUARD

ATTORNEYS

PRIVACY STATEMENT

## PRIVACY STATEMENT

Litiguard Law Firm (hereafter LLF) respects off course the applicable privacy legislation.

Below you can find out what this means.

How does LLF collect the personal data?

- > LLF only collects personal data that you yourself provide us with, or that is communicated to us by third parties in the context of a service (eg in the context of a file or case).

What personal data does LLF process?

- > LLF only collects personal data that is required for the execution of a service requested by you (or third parties).

When and why does LLF processes personal data?

- > LLF processes this data only in certain cases:
  - if you explicitly consented to this;
  - or, if the processing is necessary to provide a service you have requested;
  - or, if we are legally obliged to process the data;
  - or, if it is of legitimate interest.

How does LLF handle personal information?

- > Data are always treated confidentially and are never made public.
- > Your data will only be used in purpose of the service you request (unless the conditions as described in the above paragraph are met):
- > If, for example, you register for one or more newsletters, we will only use your information to provide you with these newsletters. Each newsletter also gives you the opportunity to unsubscribe.
- > We never give your contact details to third parties for commercial purposes.

How long does LLF store personal data?

- > We keep your records for the period necessary to correctly handle the service you have requested and for 5 years after the end of the file or case.

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**OFFICE BRUSSELS**  
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Does LLF store my personal data in a secure manner?

- > Your data will be treated in a safe manner. That is why we use various security technologies and measures to adequately protect your data against unauthorized access, use, loss or disclosure. These technologies and measures are tested and adjusted at regular intervals if necessary.

What can I do myself with regard to my personal information?

- > If you want to change something in your contact details, please contact [info@litiguard.eu](mailto:info@litiguard.eu)
- > You have the right to be 'forgotten'. Please contact [info@litiguard.eu](mailto:info@litiguard.eu)
- > You can review the personal data that LLF processes about you at any time and have any inaccurate or incomplete data corrected or deleted. Please contact [info@litiguard.eu](mailto:info@litiguard.eu)
- > If you believe that your details are being handled incorrectly, you can file a complaint with the Privacy Commission.

Any questions or concerns?

Mail [info@litiguard.eu](mailto:info@litiguard.eu)

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