



PRIVACY STATEMENT

(English version 2023)

This is the privacy statement (hereinafter referred to as the "Privacy Statement") of LIVORNO BV, including any lawyer associated with LIVORNO BV (hereinafter referred to as "LIVORNO").

Through this Privacy Statement, LIVORNO wishes to inform you about how your personal data are collected and processed. This Privacy Statement applies to all relationships between, on the one hand, LIVORNO, and, on the other hand, its clients, suppliers, partners, prospects and counterparties.

1. Controller

The entity responsible for processing your personal data is LIVORNO BV.

Address / registered office: Sint-Michielslaan 47, 1040 Etterbeek (Brussels).

Ondernemingsnummer 0738.456.941

Telephone numbers: +32 486 62 78 32 and +32 497 75 09 55

E-mail: info@livorno.be

website: www.livorno.be (hereinafter referred to as "the Website").

LIVORNO protects your privacy to the maximum extent possible and acts in accordance with:

- this Privacy Statement;
- the Regulation (EU) 2016/679 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 (hereinafter referred to as "GDPR Regulation");
- The Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data (hereinafter referred to as the "GDPR Framework Law");

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In addition, the deontology of lawyers also includes many obligations regarding the protection of personal data. Finally, reference can of course also be made to the legally enshrined professional secrecy to which every lawyer is bound.

2. What personal data is processed ?

As a law firm primarily active in criminal law, LIVORNO collects and processes various categories of personal data. These personal data may relate to you, in your capacity as a client or supplier of LIVORNO, but also to you as a business relation or counterparty of one of its clients.

An exhaustive list of all personal data processed is not possible. The following list is therefore purely illustrative:

2.1 General personal data:

Name, first name, date of birth, place of birth, nationality, domicile, place of residence or stay, company number, profession, telephone number, e-mail address, contact details (including social media), fax number, professional contact details, national register number and/or passport number, copy of identity card (front and back) and/or passport, registration with the Crossroads Bank for Enterprises (KBO), mandates, functions and roles within legal entities, as well as all or part of the aforementioned (personal) data of any agent(s) of these natural persons.

2.2 It is possible that LIVORNO may process the following sensitive personal data as part of the services it offers (i.e. mainly criminal assistance and advice):

- judicial record, criminal offences or convictions;
- financial data such as account statements, bank account number(s), annual accounts, etc;
- family data and data of minors;
- personal data with regard to :
 - ° the protected criteria, as listed in the Law of 30 July 1981 punishing certain acts inspired by racism or xenophobia, namely nationality, a so-called race, skin colour, descent or national or ethnic origin;
 - ° the protected criteria, as protected in the Law of 10 May 2007 combating certain forms of discrimination, namely age, sexual orientation, marital status, birth, wealth, faith or philosophy of life, political opinion, trade union membership, language, current or future state of health, disability, a physical or genetic characteristic, social origin



° sex and/or gender dimension within the meaning of the Law of 10 May 2007 on combating discrimination between women and men and the Law of 22 May 2014 on combating sexism in the public arena;

- Other personal data that may be relevant in the context of criminal proceedings or other judicial or extrajudicial proceedings in which LIVORNO performs services. This may, of course, vary considerably and vary from case to case.

2.3 LIVORNO collects and processes both personal data that are provided directly by you and data that are obtained through other means, e.g. through a public source or judicial (criminal) record. Please note that any data controller bound by professional secrecy is not bound to communicate data that must remain confidential in the context of professional secrecy.

2.4 Your personal data are processed by LIVORNO for various purposes, including the correct execution of our contracts, the provision of accurate services (legal services such as consultancy and assistance before courts), the conduct of our general and financial administration and the management of the customer and supplier database.

2.5 Via the Website LIVORNO also processes among other things the following data and cookies: device data, log file data such as IP address, browser and operating system, the external website that referred you and the pages you visited on the Website (and the date and time of the pages you visited). These data are processed automatically, solely for statistical purposes and with a view to further improving the Website. The Website only uses "functional cookies", i.e. cookies that are necessary for the optimal functioning of the Website, to display certain graphic elements, etc. These cookies are technically necessary for the proper functioning and security of the Website. These cookies may be installed without your consent, as they are part of the justified interests of LIVORNO.

3. What are the personal data processed for ?

3.1 Consent

LIVORNO processes personal data because you have given your express and specific consent. Your consent is free and may be withdrawn at any time.

3.2 Legal, administrative and deontological obligations

Personal data are processed in fulfilment of legal and administrative obligations to which LIVORNO is subject. The processing of personal data is carried out, inter alia, in order to comply with the provisions contained in the Judicial Code, the Code of Ethics for Lawyers, the Law of 18



September 2017 on the prevention of money laundering and the financing of terrorism and on limiting the use of cash, and in order to fulfil tax, social and accounting obligations.

This list is not exhaustive and may be subject to change.

3.3 Necessary for the execution of an agreement or assignment

Personal data are collected and processed in order to correctly execute agreements with or assignments from clients and suppliers. This may already be the case in the pre-contractual phase or due to urgent assignments before an actual agreement is concluded.

3.4 Justified interest

Personal data are collected and processed when LIVORNO and/or its clients have a legitimate interest, such as the defence of legitimate interests (in law and in fact) both within and outside a judicial procedure, but always limited to the strict necessity of the interest defended.

4. Who has access to your data ?

In the first instance, only the lawyers, employees and collaborators (incl. trainees) of LIVORNO have access to your personal data. A lawyer is bound by strict professional secrecy. Your data are always treated confidentially and are not traded, sold, rented or disclosed to third parties outside the contractual relationship or a specific assignment.

LIVORNO cooperates with some third party service providers (including external office staff, external accountants, insurers, IT/online service providers, software suppliers, etc.) with whom your personal data is shared to a limited extent for further purpose-related processing. LIVORNO will take the necessary steps to ensure that these service providers process your personal data only for the purposes and in the manner specified by LIVORNO and that they provide sufficient safeguards to respect and guarantee the confidentiality of your personal data.

If one of these service providers is located outside the European Economic Area, LIVORNO will transfer your personal data only when an adequate level of protection is ensured and the service provider offers sufficient guarantees regarding the security and protection of the personal data.

Within the framework of the execution of the contractual assignment (legal assistance and advice), data may for example be shared with the parties to the proceedings, their counsels, the courts and tribunals, relevant insurance companies, notaries, bailiffs, experts and experts (appointed by the court or by the client), government agencies and authorities, (sworn) translators, external lawyers (as so-called "back office", substitutes, or subcontractors, d. i.e. all



lawyers with whom LIVORNO cooperates), subcontractors (a.o. in the fields of IT, investigation and security).

LIVORNO will not make your personal data available to third parties for commercial and/or promotional purposes unless you have given your express consent to do so.

In exceptional cases LIVORNO may be required to disclose your personal data in response to a court order or to comply with other mandatory laws or regulations. Subject to legal restrictions, LIVORNO will endeavour to inform you in good time.

5. How long does LIVORNO retain your personal data ?

LIVORNO will retain your personal data for as long as necessary to comply with legal and/or deontological obligations, to provide the services in an appropriate manner or because LIVORNO has a legitimate interest in retaining your personal data (for longer).

For instance, LIVORNO has an interest in retaining your personal data for as long as necessary to safeguard its own liability. In principle, LIVORNO is discharged from professional liability five years after termination of its duties and is therefore no longer responsible for the preservation of records (in accordance with article 2276bis of the Civil Code). As such, LIVORNO must retain your personal data for at least five years after the termination of its duties. Apart from exceptions provided for by law, your personal data will in principle not be kept (electronically and/or on paper) for more than ten years after their last use.

If the client indicates that he/she wishes to initiate future proceedings, such as, for example, the rehabilitation procedure or a procedure in the context of criminal execution (or civil execution of court decisions), personal data may, in consultation with the client, be kept for a longer period.

Procedural documents with a special (legal) scientific relevance may be kept for a longer period of time. They will not be further disseminated, unless the client agrees and after the record has been made anonymous so that the natural persons mentioned therein cannot be identified.

6. What rights do you have regarding the processing of your personal data ?

The GDPR Regulation provides you with several rights concerning the processing of your data. For example, you can always ask to:

- 6.1 access your personal data (right of access and consultation): you have the right to know, free of charge, the data that LIVORNO holds about you and to find out what your data are used for;

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- 6.2 modify your data (right to rectification): you may request that incorrect data be rectified and that incomplete personal data be completed;
- 6.3 to have your data erased (right of erasure): if you suspect that LIVORNO is unlawfully processing some of your personal data, you may request that it be deleted. LIVORNO may refuse this request if the personal data is necessary for the performance of a legal obligation, the execution of the contract or in the framework of the justified interest of LIVORNO. You acknowledge that in the event of refusal to communicate or request the removal of personal data, certain services may not be available (any longer);
- 6.4 to have your data transferred (right to transfer): you have the right to request that the personal data you have provided to us is transferred to you or a third party.

In the circumstances and under the conditions set out in the GDPR Regulation, you also have the right to:

- 6.5 restrict the processing of your personal data (restriction of processing);
- 6.6 formulate an objection to the processing of your personal data on the basis of legitimate interest (right to object). LIVORNO draws your attention to the fact that no objection can be made to the processing of personal data necessary for the performance of one of the legal obligations, the performance of our contracts or the legitimate interest.

When the processing is based on your prior consent, you may withdraw this consent at any time, as described above.

Please note that under no circumstances can LIVORNO be held liable for any direct or indirect damage resulting from an erroneous or unlawful use of your personal data by a third party.

If you wish to exercise any of these rights or have any questions concerning the privacy policy of LIVORNO, please send a request to info@livorno.be or by post to LIVORNO, Sint-Michielslaan 47, 1040 Etterbeek (Brussels).

The right of access, erasure, rectification and transfer of data cannot of course be exercised after the expiry of the retention period for those data.

In order for LIVORNO to process your request correctly, please be as specific as possible. In addition, you are requested to enclose a copy of the front and back of your identity card with each request. These data will only be used to identify you and will be deleted afterwards.

You also have the option of submitting a complaint to the supervisory authority at any time:

Data Protection Authority



Drukpersstraat 35, 1000 Brussels

T: +32 [0]2 274 48 00

F: +32 [0]2 274 48 35

contact@apd-gba.be

7. Update Privacy Statement

LIVORNO reserves the right to make changes to this Privacy Statement.

It is therefore recommended to regularly consult the Privacy Statement in order to be aware of these amendments.