

Privacy Statement Koda Legal

Koda Legal is a legal entity registered at the Amsterdam Chamber of Commerce under number 74385933. Personal data (which in essence is data that relates to an individual and allows an individual to be (indirectly) identified) provided by you or obtained by Koda Legal in providing the services are treated as confidential and protected against unauthorized or unlawful processing and against accidental loss, destruction or damage. This statement describes how personal data is used and shared and what your rights are regarding your personal data.

Purpose - Koda Legal qualifies as a so-called data controller who processes your personal data to be able to offer the services requested by you, to continuously improve the services and to communicate with clients. Personal data is only processed for the following purposes:

- the provision of legal services, including advice and conducting (legal) proceedings;
- collecting invoices;
- advice, mediation and referral;
- to comply with legal obligations and regulatory requirements imposed on it; and
- (commercial) communications.

Types of data processed - Koda Legal processes the following types of personal data:

- name, title, position within your organization and the organization for which you work;
- contact details (e.g. address, phone number, e-mail address);
- information required for processing invoices;
- information necessary to perform (pre-) clearance checks;
- information required to comply with applicable law and regulations;
- personal data provided in the context or in the course of providing the services
- other data that you may provide during the course of any engagement.

The personal data mentioned above is used because it has been or will be provided by you on your own initiative, has been obtained in the context of the services provided by you, provided by third parties, including counterparties, or have become known through public sources. This data is required to be able to provide the services.

Legal basis for processing data - Personal data is processed on the basis of the following grounds:

- legal duties Koda Legal has to comply with;
- to fulfil a contract with you;
- consent obtained from the relevant data subject (s);
- legitimate business interest.

Sharing of personal data - Your personal data is only shared with third parties to the extent necessary for the provision of services. This could include sharing data with (a) other legal specialist as part of the services, (b) service providers and suppliers such as cloud service providers that securely store data and/or make available business software, (c) judicial bodies and/or counterparties in connection with (legal) proceedings, and (d) governmental bodies, such as a supervisory authorities or legal or governmental bodies, insofar as there is a legal obligation to do so. Koda Legal will only transfer personal data outside of the European region where the transfer is to a country or other territory which has been assessed by the European Commission as ensuring an adequate level of protection of personal data; with your consent; or on the basis that the transfer is compliant with the GDPR and other applicable laws.

Protection of personal data – Koda Legal has implemented appropriate technical and organizational measures to create a level of security appropriate to the risk. To the extent Koda Legal uses third parties for the provision of services it has or will require such third parties to agree on arrangements regarding adequate security measures in the context of the protection of personal data. (<https://docs.microsoft.com/nl/nl/legal/gdpr>. <https://docs.microsoft.com/nl-NL/microsoft-365/compliance/gdpr-arc-office365?view=o365-worldwide>)(<https://www.eboekhouden.nl/avg>) (<https://cloud.google.com/security/gdpr?hl=nl>)

Retention periods – Your personal data will not be kept for longer than is necessary to fulfil the purpose for which it was collected, or to comply with any legal, regulatory or reporting obligations or to assert or defend against legal claims.

Rights of data subjects – You have the right to request Koda Legal to (a) update, correct or complete inaccurate personal data, (b) to stop processing your personal data, (c) object to the use of your personal data, (d) provide you with a copy of your personal data held by Koda Legal, (e) delete your personal data, (f) restrict the use of your personal data, and/or (g) provide you with a copy to be ported to an alternate provider.

You can direct such requests to Alvin@KodaLegal.com. Please note that Koda Legal may not be able to meet all aforementioned requests due to overriding legal or regulatory requirements imposed on Koda Legal.

Cookies - The website www.kodalegal.com (the “Site”) uses cookies. Cookies are small pieces of data stored on a site visitor's browser. They are typically used to keep track of the settings users have selected and actions they have taken on a site. The Site uses the following cookies:

Cookie Name	Purpose	Duration	Cookie Type
XSRF-TOKEN	security reasons	Session	Essential
hs	security reasons	Session	Essential
svSession	user login	2 years	Essential
SSR-caching	indicate the system from which the site was rendered	1 minute	Essential
_wixCIDX	system monitoring/debugging	3 months	Essential
_wix_browser_sess	system monitoring/debugging	session	Essential
consent-policy	cookie banner parameters	12 months	Essential
smSession	identify logged in site members	Session	Essential
TS*	security and anti-fraud reasons	Session	Essential
bSession	system effectiveness measurement	30 minutes	Essential
fedops.logger.sessionId	stability/effectiveness measurement	12 months	Essential
wixLanguage	save user language preference	12 months	Functional

The cookies referred to above are so-called essential and functional cookies meaning that they are generally used for the proper and secure functioning and operation of the Site. The use of such cookies does not require consent from visitors. Cookies can be deleted at any time through the settings of your browser or mobile device. For more information see <https://www.consumentenbond.nl/internet-privacy/overzicht/surfen-zonder-sporen>.

Questions and requests regarding this privacy statement can be directed to Alvin@KodaLegal.com