



Louise avenue 523, 1050 Brussels, BE | +32 2 880 82 69 | [www.golegal.law](http://www.golegal.law)

# PRIVACY NOTICE

Last update date: December 20<sup>th</sup>, 2023

## PRIVACY NOTICE IN A NUTSHELL

This notice is addressed to any external data subject from which GOlegal may process personal data, including notably the following persons:

- Points of contact and representatives of our customers;
- Legal experts we are working with in the context of legal assignments;
- Job applicants;
- Points of contact and representatives of prospects;
- Any other natural person concerned by a legal assignment and whose personal data are sent to GOlegal by our customers;

### WHO ARE WE?

We are GOlegal (Legal Vest SRL), an alternative legal service provider delivering efficient and technology-based legal services to innovators.

- **Address:** Avenue Louise 523, 1050 Brussels, Belgium
- **Company Number:** 0507.753.329
- **Phone Number:** +32 2 880 82 69

### PERSONAL DATA CATEGORIES WE PROCESS

When we process your personal data, we merely process the following categories of personal data:

- **Identification Data:** name, first name
- **Contact Data:** professional phone number, professional mail address
- **Professional Data:** employer, job title, professional experience
- **Educational Data:** degrees, certificates
- **Financial data:** VAT number, account number
- Any other personal data that you communicate to us in order to manage your legal requests

### THIRD PARTIES WITH WHOM WE SHARE PERSONAL DATA

Other natural or legal persons with whom your personal data may be shared:

- Our ICT Providers
- **External Legal Experts** intervening on your legal request
- Our **Marketing and Sales** sub-contractors
- Our **Administrative Providers** (including notably Accountants)
- Any **public or regulatory authority** to which GOlegal has the legal obligation to disclose certain information

### PERSONAL DATA RETENTION

Depending on the processing activity, we may store your personal data from 1 month up to 10 years, based on the nature of data processed, the legal basis, the purpose of processing and legal obligations of GOlegal.



## YOUR RIGHTS AS DATA SUBJECTS

Depending on the processing activity and the legal basis for it, you have various rights to keep control over your personal data:

- **Right to access** your personal data
- **Right to rectify** your personal data in case of inaccuracies
- **Right to object** the processing of your personal data
- **Right to limit** the processing of your personal data
- **Right to erasure** of the personal data we hold
- **Right to withdraw** your consent where the processing is based on your consent
- **Right to portability** of your personal data in a machine-readable format

## MORE INFORMATION

Should you have any further question, request or remark, you can contact us:

- Via postal mail at **Avenue Louise 523, 1050 Brussels, Belgium**
- Via phone at **+32 2 880 82 69**
- Via e-mail through [privacy@golegal.law](mailto:privacy@golegal.law)



## DETAILED PRIVACY NOTICE

This notice is addressed to any external data subject from which GOlegal may process personal data, including notably the following persons:

- Points of contact and representatives of our customers;
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- Job applicants;
- Points of contact and representatives of prospects;
- Any other natural person concerned by a legal assignment and whose personal data are sent to GOlegal by our customers;

### WHO ARE WE?

#### GOlegal

GOlegal (Legal Vest SRL) is an alternative legal service provider delivering efficient and technology-based legal services to innovators.

#### Contact

Legal Vest SRL

Avenue Louise 523, 1050 Brussels, Belgium

Company number n°0507.753.329

+32 2 880 82 69

[info@golegal.law](mailto:info@golegal.law)

### HOW DO WE PROCESS YOUR PERSONAL DATA?

#### Collection and sharing of information in the context of legal assignments

- *Onboarding & customer relationship*

**Relevant data subject:** customers' representatives and points of contact.

We collect and process your personal data for the creation of your profile as point of contact and/or representative as well as the regular touchpoints and regular reporting on your assignment(s) at GOlegal.

Personal data	Source	Retention period	Third Party Recipients
-Identification Data -Contact Data	From the data subject him/her-self or from our customer's point of contact (where he/she is not the data subject)	10 years after the end of the client relationship.	-Our ICT Providers -Any External Legal Expert working on the file -Our Administrative Providers



- *Management & Execution of legal assignments*

**Relevant data subject:** customers’ representatives and points of contact, external legal experts and any other natural person whose personal data are sent to GOlegal by our customers.

We collect your personal data for handling of dedicated files answering your legal needs. This processing is based on the necessity to execute the contract between GOlegal and its customers.

Personal data	Source	Retention period	Third Party Recipients
-Identification Data -Contact Data -Any other Personal Data necessary to answer the legal request	From the data subject him/her-self or from our customer’s point of contact (where he/she is not the data subject)	10 years after closure of the file	-Our ICT Providers -Any External Legal Expert working on the file -Our Administrative Providers

- *Anti-Money Laundering Duties*

**Relevant data subject:** customers’ representatives and points of contact.

We collect and store your personal data to comply with our obligations regarding AML Directive and its corresponding national laws. This processing is based on the necessity to comply with a legal obligation.

Personal data	Source	Retention period	Third Party Recipients
-Identification Data -Contact Data	From the data subject him/her-self or from our customer (where he/she is not the data subject)	10 years after collection	-Our ICT Providers -Any Competent Public Authority

### Legal Experts Management

**Relevant data subject:** external legal experts

As part of your onboarding at GOlegal, we collect a series of personal data to create a dedicated Legal Expert profile in our systems, to contact you for potential missions and to pay your invoices. This processing is based on the necessity to execute the contract between GOlegal and its service providers.

Personal data	Source	Retention period	Third Party Recipients
-Identification Data -Contact Data -Professional Data -Educational Data -Financial Data	From the data subject him/her-self	10 years after the end of the collaboration	-Our ICT Providers -Our Administrative Providers



## Internal Management

- *Recruitment*

**Relevant data subject:** job applicants

We process your personal data in order to analyse your application at GOlegal, evaluate your profile and initiate a potential employment collaboration. This processing activity is based on the consent you gave when starting the recruitment process (either via GOlegal website or any subcontractor's process).

Personal data	Source	Retention period	Third Party Recipients
-Identification Data -Contact Data -Professional Data -Educational Data -Hobbies & Interests	From the data subject him/her-self	2 years after the last contact	-Our ICT Providers -Our Administrative sub-contractors (if relevant)

- *Marketing & Sales Operations*

**Relevant data subject:** prospects' representatives and points of contact

As part of its development, GOlegal may process your personal data to contact you as a prospect, feed the customer relationship or to promote GOlegal services via global marketing communications. This processing activity is based on the legitimate interests of GOlegal to seek growth as any other economic undertaking.

Personal data	Source	Retention period	Third Party Recipients
-Identification Data -Contact Data	From the data subject him/her-self or from public available sources	3 years after last active contact	-Our ICT Providers -Our Marketing & Sales sub-contractors

- *Website Management*

**Relevant data subject:** website visitors

When visiting our website, GOlegal processes some of your personal data in order to ensure the proper functioning and the security of the website. This part of the processing activity is based on the legitimate interest of GOlegal to keep its website safe and secure. As part of this processing, we also use certain types of cookies (for more information, see our [Cookie Notice here](#)).

Personal data	Source	Retention period	Third Party Recipients
-Identification Data -Contact Data -IP Address	From the data subject him/her-self or from the use of cookies (for more information, see our <a href="#">Cookie Notice here</a> )	Depends on the cookie used (for more information, see our <a href="#">Cookie Notice here</a> )	-Our ICT Providers



-Any other personal data you include in the webforms displayed on the website			
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- *Access to premises*

**Relevant data subject:** office visitors

As GOlegal pays particular attention to the safety and security of its premises, we may collect limited personal data of our staff or visitors to restrict the access only to duly authorized persons. This processing is based on the legitimate interest of GOlegal to keep its premises safe and secure.

Personal data	Source	Retention period	Third Party Recipients
-Identification Data -Contact Data -Professional Data	From the data subject him/her-self	1 month	-Our ICT Providers

## WHERE DO WE PROCESS YOUR PERSONAL DATA?

As part of its operations, GOlegal may transfer your personal data to organizations outside of the European Economic Area (EEA). Should such transfer take place, we ensure that there are appropriate safeguards in place to ensure the safety and integrity of your personal data as well as all rights with respect to personal data you might enjoy under applicable law. For more information with this regard, please contact the following address: [privacy@golegal.law](mailto:privacy@golegal.law).



## WHAT ARE YOUR RIGHTS AS DATA SUBJECTS?

### Implementing your rights

Should you have any questions, remarks or complaints about how we process your personal data, please contact the following e-mail address: [privacy@golegal.law](mailto:privacy@golegal.law). Through the implementation of dedicated process, we will then acknowledge receipt of your request and answer it within 1 month of the receipt. Exceptionally, this term may be extended up to 3 months, but we will justify it in the initial 1 month term.

Please care about being clear on which right you wish to exercise and through which channel you wish to receive the information. We may need additional information to authenticate you as data subject (such as ID).

The answer given to your request will always depend on the purpose of processing, the legal basis, the context and other obligations of GOlegal.

### Right to access

You have the right to request access to all personal data processed by us to you. Subsequent requests for access addressed to us that are manifestly submitted for causing nuisance or harm to us, will not be dealt with.

### Right to rectification

You have the right to ask that any personal data pertaining to you that are inaccurate, are corrected free of charge. If you have registered with our website/service, you can correct a lot of these data yourself via your profile. If a request for correction is submitted, such request shall be accompanied of proof of the flawed nature of the data for which correction is asked.

### Right to object

You have the right to oppose the processing of personal data if you are able to proof that there are serious and justified reasons connected with the particular circumstance that warrant such opposition. However, if the intended processing qualifies as direct marketing, you have the right to opt out of such processing free of charge and without justification.

### Right to restriction

You can also ask that we limit the processing of your personal data if and when (a) you contest the accuracy of that data, (b) the processing is illegitimate or (c) the data are no longer needed for the purposes listed but you need them to defend yourself in judicial proceedings.

### Right to erasure (“Right to be forgotten”)

You have the right to request that personal data pertaining to you be deleted if they are no longer required in light of the purposes outlined in this notice or if you withdraw your consent for processing them. However, you need to keep in mind that a request for deletion will be evaluated by us against legal or regulatory obligations or administrative or judicial orders which may contradict such deletion.





### Right to withdrawal

You have the right to withdraw your earlier given consent for processing your personal data. You can withdraw your consent at any time by sending an email to the following address: [privacy@golegal.law](mailto:privacy@golegal.law).

### Right to portability

Where your personal data is processed based on consent or based on a contract and the processing is carried out by automated means, you have the right to receive your personal data in a structured, commonly used and machine-readable format and, where technically feasible, you will have the right to directly transmit those data to another service provider.

## **MORE INFORMATION**

For any further information relating to personal data protection, you can find below few useful links:

- Integral text of GDPR (<https://eur-lex.europa.eu/legal-content/FR/TXT/?uri=CELEX%3A32016R0679>)
- Belgian Data Protection Authority Website (<https://autoriteprotectiondonnees.be/citoyen>)
- European Data Protection Board ([https://edpb.europa.eu/edpb\\_en](https://edpb.europa.eu/edpb_en))

## **MODIFICATIONS TO THIS NOTICE**

Golegal reserves the right to modify the content of this privacy notice at any time. Last version of this notice can be consulted at any time at the following link ([link](#)), that we invite you to consult regularly.

