

Beyond Law Firm Privacy Policy

Last updated on 24 November 2021

This Privacy Policy governs the processing of your personal data by BEYOND LAW FIRM SRL, a company registered in the Belgian Crossroads Bank for Enterprises under number 0646.993.760, with registered offices at 283/24, Avenue Louise, 1050 Brussels, Belgium (hereinafter referred to as “Beyond”, “we”, “us” or “our”).

The privacy and security of your (hereinafter referred to as “you” or “your”) personal data are very important to us. The purpose of this Privacy Policy is to specify which categories of personal data we collect through our various activities and in particular in relation to the legal services we provide. We furthermore aim to furnish you with a comprehensive view on the purposes for which we process your personal data and which rights you may exercise in that regard.

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Article 1 General information

Our Privacy Policy categorizes the personal data we collect and explains how such data may be processed. We furthermore set out whether or not the personal data will be disclosed to third parties and the restrictions and safeguards to which we subject such transfers. To the extent desirable, the Privacy Policy also sets out the different measures we have implemented in order to safeguard the security and confidentiality of the personal data we may collect and process.

We may receive your personal data directly from you via our [website](#), its subdomains and directories (collectively referred to as the “**Website**”), any other means relating to information or communication

technology, including emails and voice calls, or via any in-person interactions we might engage in. We may additionally receive your personal data from third-party sources, as set out below.

For the purpose of this Privacy Policy, we are to be considered the controller of your personal data. This means that the applicable data privacy legislation imposes certain obligations on us. The aforementioned legislation includes in particular, the Belgian Act of 30 July 2018 on the protection of natural persons in relation to the processing of personal data, the Act of June 13th 2005 on the electronic communication, the General Data Protection Regulation (Regulation (EU) 2016/679 of 27 April 2016), including future adaptations and revisions of the previous (hereinafter collectively referred to as the “**Applicable Data Protection Legislation**”).

Should you have any questions regarding this Privacy Policy, or should you feel that your interests are not represented or are inadequately represented, please address your questions to us at info@beyond-lawfirm.com.

You furthermore have the right to lodge a complaint at or to request more information from the competent Data Protection Authority in accordance with article 12 of this Privacy Policy. Should you ever have any questions or complaints, we invite you to first contact us in order for us to resolve any issues you might encounter.

Article 2 Personal data we collect and process

In what follows, we will attempt to give you a general overview of the most important categories of personal data we might collect and process about you. Please note that these categories are not meant to include all personal data processed under this Privacy Policy, but that they merely serve to grant you a general overview. As a general rule, the personal data we collect and process about you will always be linked to the specific purposes set out under article 4 of this Privacy Policy.

Please be aware that the information we gather about you may depend on the capacity in which you come into contact with us. You will either come into contact with us as a mere visitor, a website or social media visitor, a prospect, a client, or as a supplier or service provider, or possibly as an applicant. We additionally wish to point out in particular that you may contact us in your capacity as an employee of a corporate entity. In this circumstance, the corporate entity is not considered a data subject. However, you, in your capacity as a natural person, might qualify as a data subject in the meaning of this Privacy Policy and the Applicable Data Protection Legislation.

Please be informed that our services are neither intended for nor aimed at children. We may nevertheless process children’s personal data when you acquire our services as our client. Please note that in such cases we act on your behalf as our client, being the child’s parent or legal guardian.

Please find the relevant categories of personal data listed below:

A. [Basic contact and identification data](#)

B. [Service-specific data](#)

C. [Recruitment data](#)

D. [Marketing data](#)

E. [Compliance data](#)

F. [Usage and technical data](#)

A. Basic contact and identification data

This contact and identification data includes basic identifying and/or professional information such as your first name, surname, date of birth, your company name, and your function. This category furthermore includes contact data such as your e-mail address and telephone number and might refer to demographic information such as your address and certain preferences and interests you may have.

We inform you that such information may also be collected and processed on you in your capacity as a service provider for Beyond, whenever applicable.

B. Service-specific data

The service-specific data relates to any information you provide to us in the framework of the provision of our services to you. Please consider that this information is strongly dependent on your specific case and the assistance we provide to you.

In any case, when interacting with us as a prospect or a client for our services, we will collect and store more extensive personal data on you. This data may refer among others to:

- Your name and job title;
- Contact information, including the company you work for, your email addresses, and social media profiles;
- Information relating to the provision of the specific services you requested from us. The nature of this data strongly depends on your instructions to us;
- Information as may be required by Know Your Client and/or Anti-Money Laundering regulations. This may include evidence of sources of funds, at the outset of and possibly from time to time throughout our relationship with clients, which we may request and/or obtain from third party sources. The sources for such verification may comprise documentation which we request from you or which we collect through the use of online sources;
- Information you provide to us for the purposes of attending meetings and events, including dietary requirements which may reveal information about your health or religious beliefs;
- Information necessary to invoice the services we provided to you; and
- Other information as may be relevant to the provision of our services.

In certain circumstances, the service-specific information may fall under special categories of personal data as defined under the Applicable Data Protection Legislation, including personal data such as religious or other beliefs, political opinions, racial or ethnic origins, sexual orientation, health data, and details of trade union membership. We take particular care in handling this personal data and will as a base rule only process such data on the basis of your explicit consent to such processing.

C. Recruitment data

If you approach us for the purpose of recruitment we might additionally collect and process your curriculum vitae, your education and employment history, grades, and other information as may be relevant for the assessment of your candidacy.

D. Marketing specific data

We collect data about your participation in our conferences, seminars, and other events, including necessary credentials, associations, dietary requirements, personal interests, and preferences.

This data additionally includes your subscription to our newsletter, downloads, etc.

E. Compliance data

As a legal firm, we are bound by specific legal and deontological obligations that impose on us the task of collecting and storing certain categories of personal data. This category of personal data includes among others personal data relevant for our tax obligations and anti-money laundering obligations, such as financial data, including your bank account numbers, payment card details, etc.

Should you fail to provide us with the required information under this section, we may not be able to perform our services in relation to you or we may decline to provide you with our services. We will clearly inform you of the importance of such information when we request you to provide it.

F. Usage and technical data

We collect and store full IP addresses, unique device identifiers, your browser type, time zone settings, operating system, and the specifications of the hardware you use to access our Website and social media accounts. We may furthermore collect personal data when you access our Wi-Fi network and other electronic services. Please note that the concerning data may among others be collected by automated means, such as for example cookies. Please refer to our [Cookie Policy](#) for more information relating to our processing of personal data via cookies and similar technologies.

Article 3 How we collect personal data

We use different methods for collecting personal data from and about you. Personal data is collected both in an online and offline environment. This means that personal data will not only be collected

when you visit our Website or send us an email, but also, for example, when you hand us your business card.

Your personal data might furthermore reach us, not only directly via your own actions, but also via certain third-party sources. The most notable third-party sources are our partners who send us information about you. Such partners may among others consist of recruitment agencies, consultants, or governmental and regulatory bodies. Other relevant third parties from whom we might receive your personal data are our clients, adverse parties, contracting parties, negotiation parties, etc.

We may also collect and receive personal data from publicly available sources, such as public registers for individuals and public registers for companies.

Article 4 How we use personal data

In the next part, we set out the specific purposes for which your personal data might be collected and processed. In addition to explaining why and how we might use your personal data, we will provide you with the legal bases on which we base ourselves to legitimately make use of your personal data.

Please contact us in the manner described under article 11 of this Privacy Policy should you have any questions in relation to our collection and processing of your personal data.

Please find our processing purposes listed below:

- | | |
|---|---|
| <p>A. Interaction with us</p> <p>B. Legal services</p> <p>C. Marketing communications</p> <p>D. Business administration</p> | <p>E. Recruitment</p> <p>F. Compliance and enforcement</p> <p>G. Client insights and analytics</p> <p>H. Security and IT management</p> |
|---|---|

A. Interactions with us

We may collect and process personal data about you when you exchange communications with us, whether or not related to the performance of our services. The personal data concerned refers in particular to all [basic contact and identification data](#), as may be necessary for the proper exchange of information between us.

The interactions with us may happen via mail, telephone, fax, the forms available on our website, social media, or via any other communication or telecommunication technology at your disposal.

Please note that the processing under this section also includes interactions in an offline environment. This means that information, such as personal data on a business card you exchanged with us, will also be processed by us.

*For the collection and processing of your personal data in relation to our interactions, we base ourselves on our **legitimate interest** to provide you with the best possible interactions, among others in our provision of services, in answering to your requests and by providing you with proper response times.*

B. Legal services

When you engage our expertise for the provision of our services, we will require you to provide us with the information necessary for handling your case. Such information may contain in particular [basic contact and identification data](#), [service-specific data](#), and [compliance data](#). Please note that the personal data processed for this purpose is strongly dependent on the specific case and can therefore not be exhaustively listed in this Privacy Policy.

You are free not to share the personal data required for the performance of our services. However, choosing to withhold such personal data may result in the impossibility for us to execute our contractual obligations under the contract for the provision of legal services you concluded with us.

*For the collection and processing of your personal data in relation to the provision of our legal services in relation to you, we base ourselves on **the execution of the contract for the provision of legal services** we conclude with you before performing our services.*

*Where special categories of information are processed for the provision of legal services, we will as a base rule additionally request your **explicit consent**. Where we deem the request for consent not to be suitable in the particular situation, we will base ourselves on our right to process such personal data for the limited **purpose of establishing, exercising, and/or defending legal claims**.*

C. Marketing Communications

We may use your personal data, such as [basic contact and identification data](#) and [marketing specific data](#), for the purpose of providing you with information relating to conferences, seminars and other events we may host or participate in, communications regarding novelties in our fields of expertise, such as developments in case law or the entry into force of new laws and regulations, newsletters, etc.

*For the collection and processing of your personal data in relation to the marketing communications, we base ourselves on **your consent** to receive such communications.*

*If you are a client or otherwise engage(d) our services, we may send you marketing communications based on the services we provided you with. If you are a client or otherwise engaged our services, we send you marketing communication based on our **legitimate interest** to keep you informed on related services and evolutions of our business.*

When you receive marketing communications from, either on the basis of your consent, or on the basis of our legitimate interest, you retain at all times the right to opt-out from our receiver list by sending us an email to info@beyond-lawfirm.com or by clicking the unsubscribe button at the bottom of a specific marketing communication.

D. Business administration

We collect and process the [basic contact and identification data](#) of individuals acting in their capacity of representatives of their organisations, across the relevant sectors and fields of expertise, and of those people who are or might be our business partners or service providers.

This personal information may be used for the fixing of meeting dates and events. Where you choose to share such personal data with us, we may collect information on for example any dietary or any other health-related requirements you may have for such meetings or events.

*For the collection and processing of your personal data in relation to our business administration we base ourselves on **the contract concluded with the service provider**.*

*However, should there not be a contract in place, for example when the personal data only relates to potential service providers, then we base ourselves on our **legitimate interest** to store information on potential partners and/or service providers.*

E. Recruitment

When opening up a position in our firm, we may collect personal data relevant to the recruitment process, such as [basic contact and identification data](#), [recruitment data](#), and, whenever necessary, [compliance data](#). This personal data consists among others of the information necessary for the assessment of your suitability for the function you applied for, including partner level functions, associate-level functions, traineeships, and any business support roles.

Please note that our recruitment related decisions are entirely based on merit and that we do not discriminate based on gender, race, ethnic origin, age, religion, sexual orientation, disability, etc.

*For the collection and processing of your personal data in relation to the recruitment process we base ourselves on our **legitimate interest** to make the best possible recruitment decision in the interest of developing our business.*

F. Compliance and enforcement

We use your [basic contact and identification data](#), [compliance data](#) specific to our legal obligation, and [usage and technical data](#) for our own compliance with the legal, regulatory, and deontological obligations imposed on us. These obligations include among others Know Your Client, Anti-Money laundering regulations, and any fiscal obligations to which we conform.

Please note that we may collect this information from you or from third-party sources, such as official instances managing such documentation from you on their own merit or on your instruction. We may among others collect and process personal data relating to you by accessing online registers (such as the Crossroads Bank for Enterprises, trademark and design registers, patent registers, etc.) and by filing requests at official governmental registers and authorities.

We may process your personal data under this section for our own establishment and enforcement of claims or defences of a legal, administrative, or jurisdictional nature.

*For the collection and processing of your personal data for compliance with specific legal, regulatory, or deontological obligations, we base ourselves on our necessity **to comply with the legal obligations to which we are subject**.*

*Where we process the personal data for the purpose of establishing or enforcing our own claims or defences, we base ourselves on our **legitimate interest** to protect our commercial, financial and legal interests as permitted by law.*

G. Client insights and analytics

We may analyse the information including the personal data necessary for us to directly identify you in relation to other personal data, such as your interactions on the Website, social media, and your communications with us. This information relates in particular to your [basic contact and identification data](#) and the [usage and technical data](#).

The gathering and analysis of such information may be performed by using cookies, web beacons, pixel tags, log files, and similar technologies used to gather personal data from the hardware and software you use to visit our Website, including from any mobile devices you may use.

For more information regarding cookies, web beacons, and pixel tags used on our Website, please refer to our [Cookie Policy](#).

*For the collection and processing of your personal data for client insights and analysis, we base ourselves on **our legitimate interest to use your personal data for the continuous improvement of our services, in order to provide you with the best possible experience, among others on our Website and social media profiles**.*

H. Security and IT management

We use your [basic contact and identification data](#), and [usage and technical data](#) for the purpose of ensuring the effective and secure functioning of our information security systems and more generally the online environment that we put at your disposal.

The gathering and analysis of such information may, among others, be performed by using cookies, web beacons, pixel tags, log files, and similar technologies used to gather personal data from the hardware and software you use to visit our Website, including from any mobile devices you may use.

For more information regarding cookies, web beacons, and pixel tags used on our Website, please refer to our [Cookie Policy](#).

*For the collection and processing of your personal data for the purpose of securing and ensuring the effective functioning of our online environments, we base ourselves on **our legitimate interest to monitor how our Website is used and to detect and prevent fraud, criminal activities, and general misuse of our services**.*

Article 5 How long we retain your personal data

Our policy is to only retain your personal data for as long as it is required to satisfy the purposes for which we collected it or for which you provided it to us. Where such processing is based on your consent, we will process the personal data for as long as you have not withdrawn your consent. In what follows we seek to give you the necessary tools in order for you to assess how long your personal data may be retained by us.

As a base rule, we will de-identify or delete any personal data that is no longer considered necessary for the purposes described above or when the retention period as described below has been surpassed. This deletion will happen without further notice or liability on our part. However, please note that your personal data will never be de-identified or deleted when such personal data is to be retained by us in the application of an obligation of legal, administrative, or jurisdictional nature. Such an obligation would effectively forbid us or make it impossible for us to remove your personal data. Nevertheless, such data will only be stored for the purpose of our compliance and will no longer be processed for any other purpose.

We distinguish the following retention periods:

- All [basic contact and identification data](#) and [service-specific data](#) will be kept and stored for as long as they are in use for the purpose of our communication with you and for the building of a historical archive of our past communications. The storing of such information is particularly important for later interactions, in that it allows us to revert to earlier communications should you come to us with new questions, requests, comments, or other input.
- The [recruitment data](#) will be stored at least for the duration of the recruitment process. Should we decide not to hire you, then your personal data will be de-identified or deleted at the end of the recruitment process. Nevertheless, our past communications, including those regarding the recruitment process will be stored on our servers for our historical archives. The historical archives might be used to contact you at a later date for new openings regarding a job position you are qualified for up until five (5) years after your initial application if you consent to its further processing in that manner. Please note that if we decide to hire you, we will retain your personal data for the entire duration of the employment, traineeship, or legal services agreement you conclude with us. At the end of your agreement with us, your personal data will be stored for ten (10) more years after the termination of the agreement.
- All [marketing specific data](#) will be stored and processed for as long as you choose to remain subscribed to any of our marketing services.
- All [service-specific data](#) and [compliance data](#) will be stored for the duration of the contractual relationship we have, or the statute of limitations imposed by the applicable laws and regulations, with a maximum retention period of ten (10) years.

- The [usage and technical data](#) are stored for a duration of three (3) months after their initial collection. After such a period they will be de-identified or deleted.

Article 6 With whom we share your personal data

In order to provide our services to you and in order to make our Website and social media pages available to you, we may share your personal data with third-party contractors and/or other controllers. The sharing of your personal data is either performed on the basis of our contract, in particular where this is necessary for the performance of our services, or is subordinately based on our legitimate interest to provide our services to you in the best possible manner.

We do not share your personal data with third parties for secondary or unrelated purposes than those mentioned in this Privacy Policy, unless expressly otherwise stated at the moment of collecting the particular personal data.

Please consider that because of the complexity and changing nature of our services, we are unable to provide you with an exhaustive list of all third parties with whom your personal data may be shared. However, we have identified the following main categories of third-party recipients:

- Our professional advisers, including our lawyers and trainees working at Beyond;
- Government and regulatory authorities;
- Professional indemnity or other relevant insurers;
- Regulators, tax authorities, and corporate registries;
- Third parties to whom we outsource certain services such as, without limitation, document processing, translation services, confidential waste disposal, IT systems or software providers, IT support service providers, documents and information storage providers;
- Third parties engaged in the course of the services we provide to our clients such as counsels, trademark and patent offices, arbitrators, mediators, clerks, witnesses, costs draftsmen, courts and bailiffs, opposing parties and their lawyers, document review platforms and experts such as tax advisors and valuers;
- Third-party service providers who assist us with client insights and analytics, such as Google Analytics;
- Third-party postal or courier providers who assist us in delivering our postal marketing campaigns to you or in delivering documents relating to our services.

Please consider that some of the abovementioned third parties act as our data processors acting under our instructions, while others are to be considered data controllers for your personal data.

Our processors consist among others of document processing and translation services, confidential waste disposal services, IT systems or software providers, IT support service providers, documents and information storage providers, who will process your personal data on our behalf and only in accordance with our instructions. We have put the necessary documentation and obligations in place in order to guarantee that your personal data is securely processed by our data processors.

Other third parties, such as the courts, bailiffs, accountants, other lawyers, etc. generally qualify as separate data controllers. Also in relation to these separate data controllers, we aim to put the necessary safeguards in place for the protection of your personal data.

Article 7 International data transfers

We are a Belgian law firm with offices registered in Belgium only. As a principle, your personal data will be stored and processed in Belgium. However, for the purposes set out in article 4 of this Privacy Policy, we may have to transfer personal data to other jurisdictions outside the European Economic Area, and therefore not bound by the General Data Protection Regulation. When we transfer your personal data to third parties residing in such jurisdictions, we implement appropriate safeguards in our agreement with those third parties in order provide your personal data the benefit of an adequate level of data protection and at least a level of data protection equivalent to the level to which you are entitled under the General Data Protection Regulation.

For this purpose, we assess the level of data protection in the country of transit or destination, among others taking into account the adequacy decisions taken by the European Commission. Additionally, we may make use of the Standard Contractual Clauses approved by the European Commission and any other appropriate solutions as required or permitted by the Applicable Data Protection Legislation.

Feel free to contact us as set out under article 11 of the Privacy Policy, should you have any questions regarding the international transfers of your personal data and the safeguards we have implemented in that regard.

Article 8 Your data protection rights

Under the Applicable Data Protection Legislation, you are entitled to exercise certain rights in relation to your personal data collected and processed by us.

If you would like to be supplied with further information on your rights or wish to exercise them, please write to us at info@beyond-lawfirm.com. We ask of you to properly identify yourself when exercising your data protection rights in order to enable us to execute your request within the hereunder provided delays.

The exercise of your rights is free and will be executed within one (1) month of the receipt of your request to exercise your rights. We may extend this delay with an additional two (2) months for a total

delay of three (3) months, should your request prove to be particularly complex. If we decide to extend the initial delay, we will always inform you of this decision in due time.

In those cases where we deem your request to exercise your rights manifestly unfounded or excessive, we reserve the right to charge you an administrative fee for the execution of your request, or even to refuse to act on your request. You will always be informed within the abovementioned timeframes of our decision.

Please find a brief overview of the rights you can exercise in relation to your personal data below:

A. [Withdrawal of consent](#)

B. [Right of access](#)

C. [Right of rectification](#)

D. [Right of erasure](#)

E. [Right to restrict the processing](#)

F. [Right to object to the processing](#)

G. [Right to data portability](#)

A. Withdrawal of consent

You have the right to withdraw your consent in relation to all processing activities for which you have previously given us your consent. Please note that withdrawing your consent will not impact the validity of the lawful processing activities performed on your personal data before you withdrew your consent.

B. Right of access

You are entitled to request a copy of the data we process and hold on you. If we process and/or hold personal data about you, you will receive a copy of the information in an understandable format together with an explanation of why and how we hold and use it.

Additionally, you can ask to receive information regarding the recipients or categories of recipients to whom your personal data has been disclosed, including any recipients established in third countries, meaning countries located outside the European Economic Area. Please refer to Article 7 of this Privacy Policy in order to learn how we handle the transfer of personal data to countries located outside the European Economic Area.

C. Right of rectification

You have the right to ask us to correct your personal data. This includes the right to have us correct spelling mistakes or change an address, email addresses, phone numbers, etc.

Additionally, depending on the purposes of the processing, you have the right to complete any incomplete information we process or hold about you.

D. Right of erasure

You have the right to request the deletion of the personal data we process or hold on you. We can object to the deletion of your personal data if the processing is done to comply with legal obligations, for reasons of public interest, or for the establishment, exercise, or defence of our legal claims.

Should you wish to erase your personal data processed on the basis of a contract you concluded with us, we may terminate our performance of the services provided to you under that contract if the processing of such personal data is required for the performance of the contract.

E. Right to restrict the processing of personal data

Under certain circumstances, you have the right to ask us to restrict our processing of your personal data. Please note that in exercising this right, the relevant personal data will remain stored in our possession, but we will not be able to further process it. You can ask us to restrict the processing of your personal data where:

- you believe that the personal data we process on you is inaccurate;
- our processing of your personal data should be unlawful;
- we are no longer required to process your personal data for the purposes set out in article 4, but we are not allowed to delete your personal data due to a legal or other obligation; or
- you object to our processing of your personal data as set out below, but you do not want us to delete your personal data.

F. Right to object to the processing

In those instances where we process and collect your personal data based on our legitimate interest, you have the right to object to our processing of such data. Please note that if you decide to exercise your right to object to our processing of your personal data, we have the right to provide you with our legitimate grounds on which we base ourselves in order to continue the processing of your data.

Our decision to continue the processing of your personal data does not preclude you from filing a complaint with the relevant supervisory authority as set out further below under article 12.

G. Right to data portability

You are entitled to receive the personal data we process or hold on you in a structured, commonly used, and machine-readable format. Furthermore, you have the right to have this personal data transmitted to another data controller, where

- the personal data in question was provided to us by yourself; and
- we process the personal data on the legal basis of your consent or under an agreement you have concluded with us, as detailed under article 4 of this Privacy Policy.

Please be informed that we are allowed to refuse your exercise of this right if we deem the requested action to be taken not to be technically feasible, a legal obligation precludes us from transferring or providing you with such personal data, or if the exercise of your rights under this section goes against our legitimate interest.

Article 9 Security of your personal data

We use generally accepted and reasonable technical and organisational methods consistent with current technological developments with regard to operational security to offer protection against loss, abuse, alteration, or destruction of all personal data we store and process.

Our technical and organisational measures are frequently updated in order to adapt these measures to new technical and organisational procedures and to ensure the continued safety of your personal data.

Please note that our Website and social media accounts may contain links to other websites or internet resources which may also collect personal data, through cookies or other technologies. We carry no responsibility, liability for, or control over those other websites or internet resources or their collection, use, or disclosure of your personal data. We recommend that you review the privacy policies of these other websites and internet resources in order to understand how they collect and process your personal data.

Article 10 Amendments to the Privacy Policy

We may bring adaptations and improvements to the Privacy Policy from time to time. These changes will mainly be made to account for new case law and practices developing in the data protection field, and in order to ensure your control over your personal data.

The most current version of the Privacy Policy will always be displayed on the Website and can be requested via info@beyond-lawfirm.com. On top of this Privacy Policy, you will be able to check the date on which we last implemented changes to the policy. Please contact us if you wish to consult earlier versions thereof.

Article 11 Your questions and queries

You undertake to communicate accurate personal data to us. You may at any time modify the personal data at our disposal by sending us an email. We cannot be held responsible for any failure of our services related to incorrect information that has been provided by you.

Should you have any questions about this Privacy Policy or should you have the feeling that your interests are not or inadequately represented, you can address all your questions to us at the following email address: info@beyond-lawfirm.com.

Article 12 Dispute resolution

This Privacy Policy shall be governed by - and construed in accordance with - the Belgian legislation.

You have the right to file a complaint with the competent data protection authority, being the authority in the Member State of your habitual residence, your place of work, or the place of the alleged infringement of the Applicable Data Protection Legislation. Notwithstanding the previous, the lead data protection authority is the Belgian Data Protection Authority ("*Autorité de protection des données*" or "*Gegevensbeschermingsautoriteit*"), which can be reached via the following means of communication:

- by following the instructions and filling in the form accessible via this [link](#);
- by sending a letter to Drukpersstraat 35, 1000 Brussels, Belgium;
- by calling the following number +32 (0)2 274 48 00;
- by faxing to +32 (0)2 274 48 35; or
- by sending an email to contact@apd-gba.be.