
CLIENT CONSENT FORM FOR THE PROCESSING AND THE EXCHANGE OF HIS PERSONAL DATA IN THE FRAMEWORK OF THE PROCESSING OF HIS CASE FILE

HOW IS YOUR DATA KEPT?

Your data is kept in paper or electronic files, under the responsibility of your lawyer, who takes all necessary measures to ensure the safe storage of your data.

If your data has to be shared for the purposes of processing your case file, this will be done through a secured electronic information exchange system and/or, in legal proceedings, through the electronic system edeposit/DPA or a similar system.

Your data is kept for the duration of the processing of your case file. Once your case file is closed, they will be kept for maximum 10 years from the end date of the services of your lawyer, for the purpose of allowing him to comply with his liability or other obligations.

WHY IS YOUR DATA BEING COLLECTED? WHICH DATA? WHO IS RESPONSIBLE FOR IT?

In the framework of the mission which you wish to assign to your lawyer, he must collect some of your personal data to execute tasks related to that mission, which are further listed in page 2 of this document.

The collected personal data could be used for another mission which would be closely linked to the tasks listed in page 2 of this document.

The collected data is your identity, your post and billing addresses, as well as all data strictly necessary for the completing of the tasks listed in page 2. This data could be, if necessary to the processing of your case file, sensitive data such as medical images, laboratory reports, biological samples data, letters and reports from the doctors who treated you, data about your race, sexual orientation, trade union membership, religious or philosophical or other beliefs.

This data is collected and used with your consent and in compliance with the European and national laws on data protection. Even if you decide to not give your consent with this regard, your lawyer will process your case file to the best possible extent.

Your lawyer **Mr Ilian GUEORGUIEV** is responsible for your personal data. You can contact him to ask any questions which you might have about your data and its protection.

WHO WILL HAVE ACCESS TO YOUR DATA?

The members of the law firm of Mr Ilian GUEORGUIEV will have access to your case file in order to process it.

If the processing of your case file requires it, this consent form will allow your lawyer to share all data of your case file with other lawyers and other stakeholders of the judicial world.

If the processing of your data must take place outside of Belgium and within the European Union (EU), and if you and your lawyer agree, your personal data which has been collected by your lawyer can be shared

with legal professionals from other EU countries. Your lawyer can inform you further about the professionals who will process your case file in this (these) country (countries).

WHICH ARE YOUR RIGHTS?

You have the right to give or withdraw your consent for the processing and exchange of your data.

If you accept today to give your data and to let it be processed in the framework of your case file, you can later withdraw your consent at any time. In that case, your lawyer will explain to you how your data will be deleted from your case file. It can however appear that the withdrawal of all your data is impossible; this would for instance be the case for the data used to launch judicial proceedings or to defend your rights in court.

You have the right to be informed about the purposes for which your data will be processed and about the persons who will have access to this data. Your lawyer will inform you which persons will be associated to the processing of your case file and which persons will have access to your case file.

You have the right to ask which data concerning you is recorded and to ask for corrections if some of your data is not correct.

You have the right to receive all data concerning you recorded under a portable and readable format.

Your lawyer who collects directly your data is responsible for this data.

Your lawyer has the duty to make sure that your data is processed safely and to warn you if the safety of your data is not respected.

If you worry about the way your data is processed, you can contact your lawyer or the Commission on protection of privacy Rue de la Presse 35, 1000 Brussels, Tel.: 02/274 48 00 or commission@privacycommission.be

WHAT ABOUT A CLIENT DATABASE?

You can also inform us whether you wish to be contacted in the context of information activities organized by your lawyer or to receive the newsletter of the law firm.

THIS CONSENT FORM CAN BE USED FOR PROCESSING AND EXCHANGING DATA IN THE FRAMEWORK OF PROCESSING THE CASE FILE AND FOR THE FOLLOWING PURPOSES (read the purpose(s) carefully):

- ✓ Contacting you about your case file;
- ✓ Billing;
- ✓ Allowing the lawyer to fulfil his own obligations;
- ✓

INFORMATION ABOUT THE CLIENT

Name(s): **Surname:**

Address:

E-mail: **Date and place of birth:**

Please check the adequate box:

- I am a client** **I am a parent/tutor of the client** **I have a proxy**

I declare that I have read this document and that its content has been explained to me.

I had sufficient time to consider entrusting my personal data to my lawyer for the processing of my case file. I had the opportunity to ask all the questions I wanted to ask.

I know that my personal data will be processed for the purposes stated above, which have been explained to me by my lawyer, that the members of his law firm will have access to my data when necessary for the processing of my case file, and that my data could be exchanged with other lawyers and stakeholders of the judicial world in Belgium and in the EU for the processing of my case file; I consent to this.

This consent is valid as long as I am using the services of my lawyer. I understand also that I am not obliged to give this consent and that I can withdraw it entirely or partially in writing at any time.

I wish that my contact data (surname, name, address, e-mail), be included in a file and I consent to receive information about the activities/publications of my lawyer.

I refuse that my contact data (surname, name, address, e-mail), be included in a file and I do not wish to receive information about the activities/publications of my lawyer.

Signature and name

Date

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LAWYER AUTHORISED TO NOTE THE CONSENT

Name: Ilian GUEORGUIEV

Function: Managing Lawyer

Date / / 20