

PRIVACY STATEMENT Pro Bono Connect - December 2024

Pro Bono Connect (“**PBC**”) mediates between law firms and civil society organizations that are in need of legal advice. PBC was founded as a project of the Dutch Section of the International Commission of Jurists (the “**NJCM**”). PBC is not an independent legal entity; therefore, the NJCM acts as the data controller for all personal data that is collected and processed by PBC.

To ensure complete transparency with our data subjects, PBC has formulated and implemented this privacy statement with respect to the processing of personal data (the “**Privacy Statement**”), including for the purpose of informing data subjects about the possibilities of exercising their rights under the General Data Protection Regulation (“**GDPR**”).

This Privacy Statement explains how the NJCM handles the personal data that the NJCM processes. This Privacy Statement is the only version that applies to the NJCM's processing of personal data collected by PBC. We therefore ask that you read this Privacy Statement carefully. PBC may update this statement from time to time. The Privacy Statement on PBC's website is always the most recent version.

1. THE PROCESSING OF YOUR PERSONAL DATA

What information does the NJCM process and why does the NJCM process it?

The NJCM processes different categories of personal data for different purposes. For example, the NJCM processes personal data when a person uses the website. By doing so, the NJCM can analyze how visitors use this website. The NJCM also processes personal data when a person receives the newsletter of PBC and when a person submits a legal request to PBC via e-mail or through PBC's website. The NJCM does not always process the same category of personal data in these situations. We have set out below which categories of personal data are processed depending on the situation and on what basis the NJCM processes the personal data.

Processing of personal data that you provide to the NJCM

Website Visit

Until you visit PBC's website and accept the use of cookies and other tracking systems, PBC does not place analytical cookies and/or tracking cookies on your device. The personal data collected on this website is used to administer the website. See below for more information regarding the use of cookies.

Legal requests

You may submit a legal request through this website or via e-mail. When submitting a request for pro bono legal assistance, the NJCM asks you to provide, among other things, the following information via the intake form:

- Name of contact person;
- Job title of contact person;

- E-mail address of contact person;
- Phone number of contact person;
- Registration number from the Chamber of Commerce;
- Address of the organization;
- Website of the organization;
- Description of the organization;
- Description of the legal request;
- Documents (such as contracts, pleadings or correspondence) that is necessary for reviewing the legal request.

When requesting pro bono legal assistance the NJCM may, in addition to personal data, also process personal data from the following documents, among others:

- Contacts;
- E-mails and letters;
- Phone numbers;
- Pictures of WhatsApp conversations;
- Documents from legal proceedings;
- Bylaws of the organization.

The NJCM has a legitimate interest to process this personal data and needs the requested data from the intake form in order to properly provide information, to mediate between law firms and civil society organizations in need of legal advice.

Mediation with law firms

A core task of PBC is to mediate between civil society organizations in need of legal advice and law firms that offer their services pro bono. If you have sent a legal request, PBC may forward your aforementioned personal information and the request to one or more of its partner law firms.

Newsletter

You can sign up for our newsletter through the website. In this situation, the NJCM asks you to provide the following information:

- Name;
- E-mail address.

This allows PBC to send you the newsletter and keep you informed about developments in the pro bono sector and events, such as workshops. The NJCM processes this personal data on the basis of your consent for this processing. You can withdraw your permission at any time via a link in the newsletter, if you no longer wish to receive the newsletter.

Retention period

The NJCM will not retain your data longer than necessary for the aforementioned purposes. If necessary by virtue of legally prescribed retention obligations (for example tax obligations), the NJCM retains your data for a longer period in accordance with these legally prescribed retention periods (Article 6 GDPR).

In principle, the personal data and the content of the legal request is kept for a maximum of one year after receiving it. At the end of this period, the personal data will be anonymized. This anonymized data is used by PBC exclusively for internal and external evaluations, such as:

- Analyzing the number of requests received, requests mediated, the percentage of successful matches and the legal areas requested;
- Evaluating partner firms, such as which requests were sent to them and which requests were successfully matched or not, including the reason for this.

This way, your personal data will not be retained longer than necessary, and only anonymized data is used for evaluation purposes.

When you have given permission to retain your personal data, we may retain this for longer than one year after receipt. We will then retain your personal data for purposes such as maintaining a contact list for sending newsletters and to contact you for collaborations and networking opportunities. At all times, you have the right to withdraw your consent for the retention of personal data. From that moment on, we will no longer process your personal data unless there is (also) another basis to process your data.

Sharing personal data with third parties

If necessary for mediation between law firms and civil society organizations in need of legal advice, performance of an agreement, or to comply with a legal obligation of the NJCM, the NJCM may share your data with a law firm affiliated with PBC. In principle, the NJCM does not provide personal data to third parties, unless the NJCM has a legal obligation to do so. If the NJCM shares personal data with third parties that process personal data on our behalf, we shall conclude a processing agreement. This way, we ensure the same level of security and confidentiality when using your personal data.

International transfer

Only in exceptional cases will the NJCM transfer your personal data outside the European Economic Zone. In order to comply with EU data protection legislation with international transfers, the NJCM makes a careful assessment whether an adequate level of protection can be offered. Where necessary, the NJCM records agreements in a transfer agreement based on model contractual clauses established by the European Commission (Article 46(2)(c) GDPR). For more information about the safeguards regarding international transfer, please contact the NJCM and PBC using the contact details listed in this Privacy Statement.

2. YOUR RIGHTS REGARDING YOUR DATA

You have the following rights regarding the processing of your personal data by the NJCM:

- the right to inspection: you have the right to know whether the NJCM is processing your personal data. You can obtain a copy of the personal data that the NJCM processes, together with information about how the NJCM processes your personal data;
- the right to rectification of incorrect personal data: if the NJCM processes personal data about you that is incorrect or incomplete, you may have it corrected or supplemented;
- the right to oblivion (under certain conditions): you have the right to have your personal data that the NJCM processes, be deleted;
- the right to restrict the processing of personal data concerning you (under certain conditions): you have the right to request the NJCM to restrict the processing of your personal data in certain circumstances, for example when the NJCM is investigating a complaint from you that the personal data would be inaccurate;
- the right to object: you have the right to object to the processing of your personal data by the NJCM; and
- the right to data transferability: if you have provided the NJCM with your personal data yourself, you may have the right to receive a copy or have a copy sent to another company (in a digital form) of the personal data you provided to the NJCM.

You may exercise these rights by submitting a request to the e-mail address: info@probonoconnect.nl. The NJCM is required by law to establish your identity if you make a request to exercise your rights. The NJCM will therefore ask you for your name and email address.

Within one month after receiving the request, you will receive an answer to your request. Depending on the complexity of the requests and the number of requests, this period can be extended by two months if necessary.

3. COOKIES

A cookie is a small text file that is placed on the hard disk of your device. A cookie contains data to recognize the visitor, each time this person visits the website.

Until you consent to the use of cookies and other tracking systems, PBC does not place analytical cookies and/or tracking cookies on your devices.

The following types of cookies are used on this website:

- **Functional cookies**: these are necessary to make our services and the website function, such as session and login cookies for tracking session and login information;
- **Analytical/tracking cookies**: such as Google Analytics, to gain insight into visits to this website based on information about visitor numbers, popular pages and topics. This allows PBC to better tailor the communication and provision of information to the

needs of website visitors. PBC cannot see who visits the website or from which device the visit takes place.

4. COMPLAINTS

If you have a complaint about the processing of your personal data by the NJCM, we will always try to reach a solution together with you. The NJCM points out that you can also submit complaints or concerns about the processing of your personal data to the Dutch Personal Data Authority. Details are available at: www.autoriteitpersoonsgegevens.nl.

5. CONTACT INFORMATION

Contact information of PBC

Address: Nieuwe Achtergracht 164, 1018 WV Amsterdam

Phone number: 31 (0)20 5254416

E-mail address: info@probonoconnect.nl

Contact information of the NJCM

Address: Sterrenwachtlaan 11, 2311 GW Leiden

Phone number: +31 (0)71 527 7748

E-mail address: NJCM@law.leidenuniv.nl