



Privacy Policy Ellamo Foundation

1. Introduction

This Privacy Policy explains how the Ellamo Foundation ("EF") may collect and use information that EF obtains about you, and your rights concerning that information when you visit this website or engage with EF to use EF's online services. It includes information about individuals whose personal information EF may process as a result of providing EF's services to third parties and the purposes for which EF process your personal information. It also sets out your rights in respect of EF's processing of your personal information.

Please do not send your information if you do not want it to be used in the ways described in this Privacy Policy.

2. Scope of Privacy Policy

This Privacy Policy will inform you of the nature of your personal information that is processed by EF and how you can request that EF deletes, updates, transfers, and/or provides you with access to it.

3. What Information Does EF Collects?

EF is a non-profit Foundation with future work companies under its umbrella. EF may collect personal information directly from you in the course of business, including through your use of this website, when you contact or request information from EF, when you engage EF's legal services, publicly available records or as a result of your relationship with one or more of EF's clients or their counter-parties, authorized representatives.

EF may collect current and historical personal information, including your name, contact details, identification, organization, employment, positions held, payment information, or other information relevant to provide the services. EF may also collect personal information about your other dealings with EF and EF's clients, including any contact EF has with you in person, by telephone, email, or online.

4. How Does EF Uses This Information?

Your personal information will generally be used by EF for the following purposes:

EF collects and maintains personal information that you voluntarily submit to EF during your use of this website and/or services provided by EF to enable EF to perform the functions. Please also note that EF's Terms and Conditions apply when EF delivers the services. You may review these Terms and Conditions as published on www.ellamofoundation.org.

What is EF's legal basis?

EF must process your information to perform EF's obligations following any contract that EF may have with you. It is in EF's legitimate interest or a third party's legitimate interest to use your personal information in such a way to ensure that EF provides the very best client service EF can to you or others.

EF uses your personal information for the following business administration and legal compliance purposes: to comply with EF's legal obligations, enforce EF's legal rights, and protect third parties.

What is EF's legal basis?

Where EF uses your personal information in connection with a business transition, to enforce EF's legal rights, or to protect the rights of third parties, it is in EF's or a third party's legitimate interest to do so. For all other purposes described in this section, EF's legal obligation is to use your personal information to comply with any legal requirements imposed upon EF.

5. How Long Does EF Keep Your Information?

EF will only retain your personal information for as long as is reasonably necessary for the circumstances. Personal information provided in connection with EF's services will be kept for no longer than ten years from the date of the last interaction with that client and in compliance with EF's obligations under the EU General Data Protection Regulation unless EF agrees otherwise with you. EF may then destroy such files without further notice or liability.

6. Disclosure of Your Information

EF may share your information with a variety of the following categories of third parties including:

EF clients, your professional advisers and your employers or place of business;

third parties involved in the provisions of services to clients including lawyers, local counsel, and other professional advisers; third party service providers to whom EF outsources services, for example, translation services, professional

advisory (including legal, accounting, financial and business consulting), IT support, banking, payment, online document signing service providers (DocuSign);

Please note these are examples, and there may be other examples where EF needs to share with other parties to provide the services effectively.

If you have any questions about the transfer of your personal information, please contact info@ellamofoundation.nl.

7. Security

EF takes reasonable steps to hold information securely in electronic or physical form and to prevent unauthorized access, modification, or disclosure. All third party providers with access to confidential information are subject to confidentiality obligations.

The transmission of information via the internet is not completely secure.

EF cannot guarantee the security of your data transmitted to EF's online services; any transmission is at your own risk.

8. Cookies/Third Party Sites

This website uses various user interfaces to get in touch with EF, including via social media. The provider of these social media services, i.e., Facebook, Instagram, Twitter, LinkedIn, and Whatsapp, can store cookies on your computer if you click on a social media contact option. These social media services can use these cookies and the information collected by them for their purposes. In this respect, EF kindly refers to the relevant social media provider's privacy policy.

EF does not store or read the cookies related to this website or any social media links. The relevant social media provider does that. EF has limited knowledge of and no control over these cookies. Consequently, EF accepts no responsibility or liability for these social media cookies or for how the relevant social media providers use the collected information.

9. Your Rights

The EU General Data Protection Regulation gives you the right to access, amend, or delete your personal information or restrict or object to your personal information processing. You also have the right, in certain circumstances, to obtain personal information you've provided EF with (in a structured, commonly used, and machine-readable format) and to reuse it elsewhere or to ask EF to transfer this to a third party of your choice. Furthermore, if EF relies on your consent (or explicit consent) as EF's legal basis for processing your personal information, you can withdraw that consent at any time.

If you would like to request a copy of your data or would like to take steps to exercise your rights, please contact EF as set out below.

Information EF holds about you should be up-to-date and accurate. Please advise EF of any changes to your information using the contact details set out in section 10 below.

If EF has shared your personal information with others, EF will let them know about the changes where possible. If you ask EF, where reasonable and lawful to do so, EF will also tell you who EF has shared your personal information with so that you can contact them directly.

Please note that in certain circumstances, EF may have an overriding interest or legal obligation to continue to process the data or where data may be exempt from disclosure due to reasons of legal professional privilege or professional secrecy obligations.

10. Contact and Further Information

If you have any questions about this Privacy Policy or want to submit a written complaint to EF about how EF handles your personal information, please contact info@ellamofoundation.nl

You may also have the right to submit a complaint to the relevant supervisory authority in your jurisdiction.

11. Agreement to Terms of Privacy Policy

When you use this website and/or provide information to EF, you accept and agree to the collection and use of your personal data for the purposes described. EF reviews this Privacy Policy regularly and reserves the right to revise it or any part of it from time to time to reflect changes in the law or technology practices. EF encourages you to review this Privacy Policy periodically to inform you of how EF uses your personal information.

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