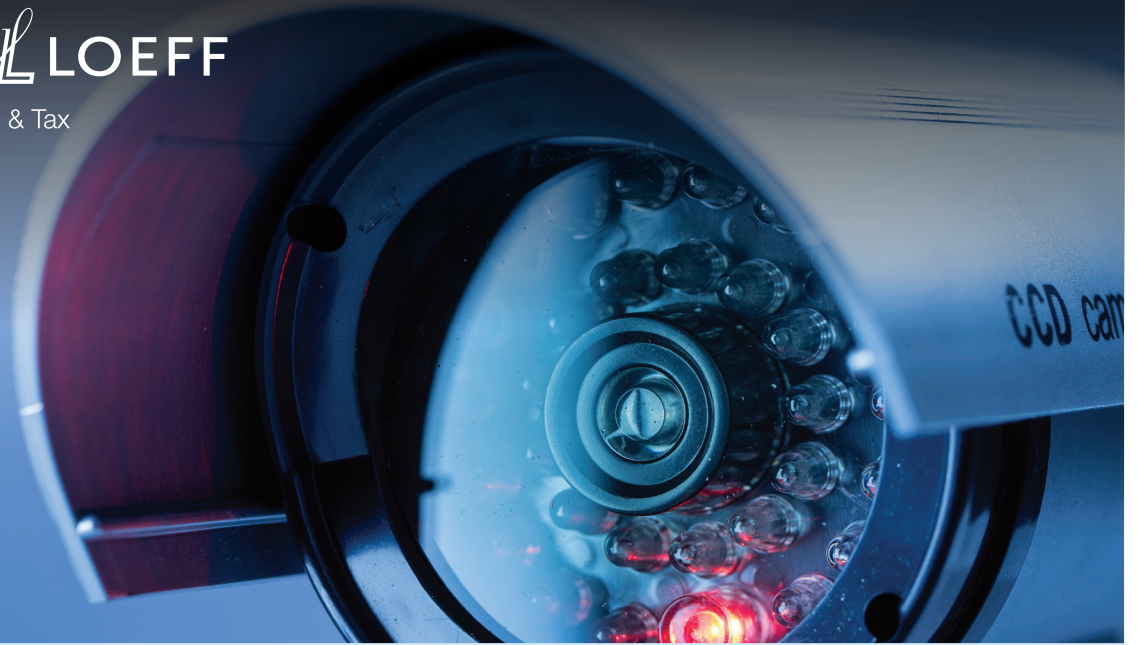




Loyens & Loeff Brussels office

Camera surveillance

When visiting Loyens & Loeff at Tervurenlaan 2 / Avenue de Tervueren 2 in 1040 Brussels, Belgium, you may be recorded by surveillance cameras (CCTV). In accordance with the Belgian Camera Act of 2007, pictograms have been placed at the entrance of the areas guarded by surveillance cameras. Below, additional information about the CCTV system is provided. Do not hesitate to reach out should you have any questions or concerns.

General information

The data controller, managing the CCTV system for safety and security purposes (as further explained below), is Loyens & Loeff CVBA, with registered address at Tervurenlaan 2 / Avenue de Tervueren 2, 1040 Brussels, Belgium and with company registration number 0821.233.870.

Loyens & Loeff has notified the CCTV system to the relevant authorities.

Location of cameras

Each of the surveillance cameras is installed on private property. The cameras are located, either at the outside of the office building (an “*enclosed area accessible to the public*”), or inside, at visitor areas (an “*enclosed area not accessible to the public*”). Besides the staff and lawyers of Loyens & Loeff and staff of the lessee(s) of parts of the office building of Loyens & Loeff, the CCTV system may therefore also record occasional visitors, such as clients of Loyens & Loeff and service providers.

Data recorded

The surveillance cameras record images. They are activated upon detection of movement. The recorded images are kept for thirty (30) days. Our security partner has full time access to watch the live cameras directly from remote. Our colleagues at the entrance can also watch the cameras live from their computer at the reception.

Purpose / Legal ground

Loyens & Loeff operates the CCTV system in pursuit of its legitimate business interest to secure its premises, protect its company assets, and to safeguard the confidentiality of information covered by client-attorney privilege. The surveillance footage may occasionally also be consulted (e.g. in case of vandalism, theft, or other serious incidents) to be able to investigate and handle irregularities and to verify who has entered and left the surveyed area at a specific moment in time. Where relevant, Loyens & Loeff will also use the footage to establish, exercise or defend its (legal) position in the event of (legal) proceedings.

No real time monitoring

CCTV footage is not monitored in real time. It can be consulted if it is suspected that it will provide information about a specific fact or occurrence being investigated.

Storage duration

CCTV footage will be automatically deleted after 1 month (unless it serves as evidence in an ongoing investigation).

Authorised access

Only persons authorised hereto will have access to the CCTV footage. This includes authorized employees and management of Loyens & Loeff and of the lessee(s) of parts of the surveyed premises. The police and judicial authorities may also gain access hereto or receive a copy of the footage. No other third parties will be given access, unless required by law or for reasons of maintenance or support.

Your rights

Any person recorded by the CCTV system, has a right of access to the relevant footage (for as long as it is not already deleted). Any access request must however contain sufficiently detailed information in order to allow Loyens & Loeff to localize and retrieve the footage concerned.

Additional rights may apply by virtue of the EU General Data Protection Regulation. Please consult our [Privacy Statement](#) (Section 11) for further information.

Disclaimer

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