

Privacy statement

Team Vervoort collects and uses your personal data. In this Privacy & Cookie Statement ('Statement'), you can find information about whether, how, and why Team Vervoort does so. This Statement applies to any personal information that is processed when you make use of our services or visit our website (www.teamvervoort.nl), or otherwise interact with us.

Team Vervoort is a data controller in regard to your personal data. This means we have certain duties and responsibilities over the course of our processing activities. Our contact information is: Kenastraat 1, 2011 MV Haarlem, Postbus 117, 2000 AC Haarlem, tel. 0235422124, email: info@teamvervoort.nl, website www.teamvervoort.nl .

Our duties and responsibilities as a data processor are described in this statement. When we process your personal data, we make sure this is done in compliance with (in particular) the General Data Protection Regulation ('GDPR') and the Dutch GDPR Execution Act.

How does Team Vervoort receive or collect your personal data?

Team Vervoort collects personal data in a number of ways. We will receive personal data from you over the course of providing our legal services to you, when you engage us as a client or otherwise contact us. Furthermore, your data is collected when you visit our website.

For what purposes does Team Vervoort process which personal data on what legal grounds?

Clients

To provide our services

Team Vervoort processes your personal data for the purpose of providing our services to you and to manage our relationship with you. Our services mainly consist of filing tax returns, taking care of further fiscal guidance and giving tax advice

If you are our client we wish to serve you well. We process personal data to maintain contact with you. For example by telephone, e-mail, text message or mail. We also need personal data for filing tax returns or to be able to advise you. We are authorized to process this personal data to the extent necessary for the execution of the agreement with our clients.

We also process personal data in order to comply with legal obligations. For example, we are legally obliged to retain certain personal data. This applies, for example, to information relating to client acceptance research.

The following personal data may be processed for this purpose:

Name, address, date and place of birth, BSN, marital status, telephone and fax number, bank account number, Chamber of Commerce registration number, VAT number, internet website, e-mail address, information on income and assets.

The legal basis for this processing of personal data is that processing is necessary for the performance of the contractual relationship with our clients and/or that processing is necessary to fulfil our legitimate interest in an adequate Client Administration.

Invoicing

Team Vervoort processes your personal data for the purpose of sending you invoices and paying invoices of suppliers. For this purpose Team Vervoort processes the following personal data:

Name, address, telephone and fax number, Chamber of Commerce registration number, VAT number, bank account number of client or supplier and name and e-mail address of contact person at client or supplier.

The legal basis for this data processing is that processing is necessary for the performance of a contract to which you are a party and/or that processing is necessary to fulfil our legitimate interest in an adequate client administration.

Website users/visitors

Information purposes

Team Vervoort processes personal data to be able to provide our clients, prospects and relations with relevant information, such as newsletters, legal updates and invitations for events, for information purposes. The following personal data may be processed for this purpose:

Name, address, e-mail address, company of (contact person of) clients, prospects and relations, IP address and webprofile.

The legal basis for this processing of personal data is the consent of the data subject involved and /or that processing is necessary for the performance of the contractual relationship with the client and /or that processing is necessary to fulfil our legitimate interest in building and maintaining relationships with clients, prospects and other relations. Depending on the ground of processing (legitimate interest versus consent), you have the right to withdraw your consent at any time or have the right to object to the processing of your personal data for these purposes at any time. The withdrawal of your consent or exercise of your right of objection shall not affect the lawfulness of processing prior to such withdrawal or objection.

Cookies

The website of Team Vervoort use cookies. Cookies are small pieces of information (small files) which a website leaves on your equipment (e.g. your computer). The website instructs the web browser with which you view websites (e.g. Internet Explorer) to store these cookies on your equipment. On the websites of Team Vervoort two kinds of cookies are used:

Functional cookies: these cookies are necessary to make a website function. Team Vervoort uses functional cookies to facilitate navigation on the websites and to store specific user settings or user preferences, so as to optimize your use of the websites;

Analytical cookies: Team Vervoort uses Google Analytics. Google Analytics is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of our website. This data is shared with other Google services. Google may use the collected data to contextualize and personalize the ads of its own advertising network. You can opt-out of having made your activity on the Service available to Google Analytics by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js, and dc.js) from sharing information with Google Analytics about visits activity. For more information on the privacy practices of Google, please visit the Google Privacy & Terms web page: www.google.com/intl/en/policies/privacy. Note: Team Vervoort gives you the option of sharing the information on the websites through social media. You may use the social media buttons for this purpose. When you click on one of these buttons, you will be linked through to the website of the relevant social media party. As soon as you click through, they will

place cookies. You will find more information on these cookies on their own website: LinkedIn, Twitter.

When does Team Vervoort share my personal data with third parties?

When you use our services or website, we may share some of your personal data with third parties (e.g. tax authorities, counterparties, software suppliers, IT providers, communication service providers). When we share your personal data with third parties, processing personal data on our behalf (data processors), your information will still be protected by the terms of this Statement and processor agreements.

Where is your personal data processed?

When processing your personal data for some of the purposes specified above, we may disclose the data to third parties located outside the European Economic Area (“EEA”). For such transfers, Team Vervoort will take measures that provide an adequate level of protection for your rights and freedoms as a data subject, such as for instance model contractual clauses for data transfer approved by the European Commission. We may also transfer personal data to third parties who are certified under the EU-U.S. Privacy Shield Framework.

What security measures does Team vervoort take to protect my personal data?

Team Vervoort has taken appropriate technical and organizational measures to protect your personal data against accidental or unlawful processing, including by ensuring that:

- the confidentiality of your personal data is assured and the integrity and availability of your personal data will be maintained;
- personnel is trained in information security requirements;
- your personal data is protected against unauthorized access.

In the event of a breach of security Team Vervoort will make any legally required disclosures concerning the breach and the confidentiality, or integrity of your personal data. This will be done without unreasonable delay in as far as it is consistent with any legitimate needs of law enforcement and any measures required to determine the scope of the breach and to safeguard the integrity of data.

If you wish to have more information about the security measures to protect your personal data please contact us at info@teamvervoort.nl.

How long does Team Vervoort retain my personal data?

Unless a specific retention period is mandated or permitted under applicable law, for example under fiscal law, Team Vervoort will retain your personal information for the duration of time necessary to fulfil the purposes described in this Statement. This means that we may retain your personal data for a period of time following termination of your relationship with us. For taxation and company accounting purposes we will retain information for at least seven years. In case of disputes or claims, we may secure evidence and store data for a longer period.

If you wish to have more information about the retention period of your personal data, feel free to contact us at info@teamvervoort.nl.

What are your rights with regard to the personal data we process?

You can exercise a number of rights in relation to your personal data, which are explained below. In each case, please use the contact details below to exercise any of your rights. We will ask you to provide us with a copy of your passport or other proof of your identity. We only ask you to provide a copy to prevent that others may have access to or exercise rights in respect of your personal data. Once we have checked your identity, we will delete the copy.

Note that in many cases, your rights are not absolute and we may not be required to comply with your request.

Right of access

You are entitled to request a copy of the personal information we hold about you and to learn details about how we use it.

Right to rectification

We take reasonable steps to ensure that the information we hold about you is accurate and complete. However, if you do believe this is not the case, you can ask us to update or amend it.

Right to erasure

In certain circumstances, you have the right to ask us to erase your personal information, for example where personal data is no longer necessary for the original purpose or where you have withdrawn your consent. However, this will need to be balanced against other factors. For example, we may not be able to comply with your request due to certain legal or regulatory obligations (e.g. a legal retention period).

Right to restriction of processing

In certain circumstances, you are entitled to ask us to (temporarily) stop using your personal data, for example where you think that the personal data we hold about you may be inaccurate or where you think that we no longer need to process your data.

Right to data portability

In certain circumstances, you have the right to ask that we transfer personal data that you have provided to us to a third party of your choice.

Right to object

You have the right to object to processing which is based on our legitimate interests. Unless we have a compelling legitimate ground for the processing, we will no longer process the personal data on that basis when you file an objection. Note however, that we may not be able to provide certain services or benefits if we are unable to process the necessary personal data for that purpose.

Right to withdraw consent

We may ask for your consent to process your personal data in specific cases. When we do this, you have the right to withdraw your consent at any time. We will stop the further processing from the moment of withdrawal of your consent. However, this does not affect the lawfulness of the processing before consent was withdrawn.

What is our policy for modifying this Statement?

This Statement is effective as of 25 mei 2018 and replaces our previous Privacy Statement. We reserve the right to alter or otherwise make changes to this Statement. If we do make changes, we will notify you by posting the revised Statement on our website and by explicitly pointing you through the website. In case of amendments which may have serious impact on our clients and relations, we will inform them about the amendment via e-mail. All changes take effect as soon as the Statement is posted.

How can you reach us for questions or complaints?

If you have any question or complaints about the processing of your personal data, please send an e-mail to us at info@teamvervoort.nl .

We will be happy to assist you. If you feel that your rights have been violated, you may also lodge a complaint with the Autoriteit Persoonsgegevens, the Dutch Data Protection Authority (www.autoriteitpersoonsgegevens.nl). For more information about the protection of personal data, please consult the website of the Autoriteit Persoonsgegevens.

This Statement was last updated on 22 juni 2018