

Privacy Statement Activados BV

Company details

Activados B.V. is an administration and tax consultancy that focuses on providing administrative, financial and tax consultancy services to large companies, small and medium-sized enterprises (SMEs), freelancers and families with a Spanish-speaking background who want to settle in the Netherlands for a short or longer period of time or already are located.

Contact details of Activados B.V.:

Visiting address

Kruisweg 827 (1st Floor, Building 1)
2132 NG Hoofddorp

Telephone: +31 85 020 5200

E-mail: info@activados.nl

Website: www.activados.nl

Data processing

The following personal data are (possibly) processed by us:

- Your first and last name, address, place of residence, telephone number, email address;
- Your age, gender, marital status and family composition;
- Your details on your ID;
- Your details regarding employment, income, profession, employer;
- Your financial data regarding sources of income, assets, debts, etc.;
- Your details regarding (tax) assessments, returns;
- Your title deeds, (loan) agreements, annuity, pension and risk policies;
- Your (living) will(s) and/or private statements;
- Your (mentioned) documents – insofar as applicable – regarding your sole proprietorship, general partnership, limited partnership, partnership, foundation and/or private company.

Purpose of the data processing

We are responsible for the protection of your personal data. We will protect these as well as possible, while complying with the requirements set on the basis of European privacy rules. The data that we process has been provided to us by you or has been provided to us by third parties, for which you have given your permission or authorization.

The purpose of data processing is to unburden you in meeting your administrative and tax obligations. The data is processed to be able to prepare annual reports and publication documents for your company and to be able to prepare income tax, wage tax, corporate tax, turnover tax, gift and inheritance tax, dividend tax and other declarations for the authorities. The data can also be used by us to provide you with the best possible administrative, financial and fiscal advice.

At your request and/or with your permission, the data can also be used to comply with requests for information by banks, insurers and similar organizations, intended for the assessment by these organizations to be of further service to you when granting loans, policies, etc. Finally, your personal data will be used to send you newsletters if desired and to provide you with general information about our services.

Storage and retention period

In order to comply with the statutory (tax) retention periods, we store your data during the legally applicable periods. This enables us to answer questions from the (fiscal) authorities about the products we have prepared for you during this period. Documents of permanent value, such as deeds, wills, agreements, etc., are kept by us for as long as they are necessary to provide you with adequate service.

After the statutory retention periods have expired, your data will be destroyed by us, using the services of organizations specialized in confidential data destruction.

Cookies

Our website only uses (Google) for statistical purposes and to continuously improve the website. We use this service to keep track of and to obtain reports on the use of our website by visitors to the website. The points below apply to our website:

- a processing agreement has been concluded with Google;
- data is processed anonymously and can therefore not be traced back to the individual;
- 'data sharing' is disabled;
- No other Google services are used in combination with Google Analytics.

You can opt out of cookies by setting your internet browser so that it no longer stores cookies. We would like to expressly state that your IP address is not registered and that the use of the aforementioned cookies does not harm your privacy.

Security of your data

We have taken technical and organizational measures to protect your personal data as well as possible. The digital data provision to government bodies takes place on the basis of a PKI government certificate provided to us. Our software, in which your personal data is processed, is located in "the Cloud" and is secured by the relevant software suppliers and our cloud provider, with whom processing agreements have been concluded.

Access to our cloud environment and our software is secured by means of a two-step authentication. The employees are divided into different groups, each of which has its own rights, tailored to what is necessary to be able to perform the work to be performed. Our office spaces are also closed and secured with an alarm and within Activados B.V. is the policy that the computer systems are locked when leaving the workplace. Finally, all employees of Activados B.V. signed confidentiality agreements, which mean that no substantive information about the work and/or clients is shared with third parties without your permission, unless we are legally obliged to do so.

View, modify or delete data

You have the right to view, modify or delete your personal data. In addition, you have the right to withdraw your consent to the data processing or to object to the processing of your personal data by Activados B.V. You also have the right to data portability. This means that you can submit a request to us to send your personal data to you or another organization mentioned by you.

You can send a request for inspection, adjustment, deletion or transfer of your personal data to info@activados.nl. To ensure that the request for inspection, adjustment, removal or transfer has been made by you, we request that you enclose a copy of your proof of identity with the request. In this copy, make your passport photo, the strip with numbers at the bottom of your passport, your passport number and your citizen service number black. This is to protect your privacy. We will

respond to your request as soon as possible, no later than four weeks after we have received your request.

Although Activados B.V. does its utmost to ensure that this is not necessary, we would like to point out that you have the option at all times to file a complaint with the Dutch Data Protection Authority (the national supervisory authority). This can be done via the following link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

Amendments

This privacy statement can be changed without prior notice in the event of changes in the business of Activados B.V. or on the basis of changes in the interpretation and/or regulations under the General Data Protection Regulation (GDPR). It is therefore advisable to regularly consult this privacy statement.

Contact

Do you have questions or comments about this privacy statement? Please contact us via info@activados.nl or via +31 85 020 5200.