

KEES DE BOEKHOUDER

Privacy Statement KeesdeBoekhouder

The limited liability companies KeesdeBoekhouder Office B.V. and KeesdeBoekhouder B.V., both established and having their registered offices at Nieuwe Teertuinen 25A, Amsterdam, the Netherlands, registered with the Chamber of Commerce under commercial register numbers: 60972262 and 60969393, respectively, (hereinafter also referred to as: “**KdB**” or “**we**” or “**us**”), process personal data.

Personal data is here defined as all data concerning a natural person that can be traced, whether directly or indirectly, to this person or in regard of which there is a possibility that this information can be traced to the relevant person (hereinafter also to be referred to as: “**you**” or the “**data subject**”).

KdB takes the protection of your privacy very seriously and therefore processes personal data entirely in accordance with the General Data Protection Regulation (hereinafter also to be referred to as: the “**GDPR**”), which came into effect on 25 May 2018 in all EU member states.

1. Scope of this privacy statement

This privacy statement applies to the following categories of natural persons:

- Customers and prospective customers of KdB;
- Visitors of the following KdB websites: www.keesdeboekhouder.nl and mijn.keesdeboekhouder.nl;
- Visitors at KdB’s office;
- Job applicants;
- All other persons who enter into contact with KdB or whose personal details are processed by KdB, with the exception of its employees.

If you are uncertain whether this privacy statement applies to you, please do not hesitate to contact us in the manner described in Article 10 of this privacy statement.

2. Personal data processed by us

KdB processes all the personal data provided by you (during an interview for a meeting) by telephone or digitally (by email, or through an app, or on the form on the KdB website for making an appointment). This includes personal details (not only belonging to you but also to your fiscal partner and/or child(ren), if applicable), such as:

- Name and address details, and other contact details such as email address and telephone number;
- Date of birth;
- Citizen service number (*Burgerservicenummer, BSN*);
- Passport number;
- Civil status;
- Organisation and job title;
- Banking details;
- All other information needed for the purpose for which this information is provided and voluntarily submitted to KdB by the data subject.

KdB also makes use of Google Analytics for the following visitor flow-related purposes in regard of its websites:

Measurement (see also Article 9 of this privacy statement).

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3. Processing objectives

KdB processes all personal data that is necessary and relevant for the purpose of enabling KdB to offer you its services. This means that in all cases KdB will process personal details to achieve the following objectives:

- To enter into agreements with you and execute these agreements;
- To maintain customer relations (and other relations), including but not limited to the sending of newsletters and other information as requested;
- To perform activities directed at increasing our customer base;
- To send invoices;
- To optimise the following KdB websites: www.keesdeboekhouder.nl and mijn.keesdeboekhouder.nl;
- To measure and record general user statistics for the KdB websites.

4. Basic principles for the processing of personal data

KdB processes your personal data on the basis of one of the following principles:

- Consent provided by you. Consent is meant to be understood as every voluntary, specific, well-informed and unambiguous statement through which you accept the processing of your personal data. The consent thus granted can be revoked at any time.
- The processing of this data is necessary for entering into or executing an agreement to which you and/or your company is/are a party.
- The processing of this data is necessary to satisfy the statutory obligation imposed on KdB, such as – considering the specific services provided by KdB – the submitting of data to the tax authorities.
- The processing of this data is necessary to protect KdB's legitimate interests, such as the prevention of fraud or for marketing purposes.

5. Protection of personal data

KdB has taken appropriate technical and organisational measures to ensure that your personal data will be processed in such a manner that a suitable level of security is guaranteed and that your personal data will be protected against issues including unauthorised or unlawful processing and against accidental loss, destruction or damage.

6. Retention of personal data

KdB does not retain personal data for any longer than necessary. KdB applies the following retention terms:

- Data related to a signed agreement: 7 years following termination of the agreement;
- Administrative and financial data: 7 years after this data was initially recorded;
- Data obtained from job applicants: 3 years following completion of the job application procedure;
- Data obtained from visitors of the website: a maximum of 26 months after this data was initially recorded.

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7. Sharing personal data

KdB may engage service providers to process personal data (“processors”) for the processing objectives described in Article 3 of this privacy statement. KdB will conclude a processing agreement with these processors that meets the requirements imposed by the GDPR. Your rights will be safeguarded by this processor in the same manner as by KdB and as described in this privacy statement.

KdB does not share personal data with third parties for commercial purposes.

8. Transfer outside of the European Economic Area (EEA)

KdB does not share personal data with third parties located outside of the EEA.

9. Use of cookies

KdB makes use of Google Analytics. Google Analytics is a service provided by Google for the analysis of website statistics through the use of analytic cookies. KdB has adjusted its Google Analytics settings in a privacy-friendly manner (the anonymisation of your IP address), on account of which the use of Google Analytics is exempted from the cookie law. KdB does not require permission to install these analytic cookies because their installation does not have any impact on your privacy. You can, however, reject the installation of these cookies by adjusting your browser settings.

10. Rights and appeals

As a data subject, you have the following rights:

- The right to consult your personal data;
- The right to have your personal data edited;
- The right to have your personal data deleted if this is no longer necessary for the purpose for which it was collected, with the exception of those cases in which KdB is required to retain this data on grounds of a statutory obligation;
- The right to impose restrictions on the retention of your personal data;
- The right to have your personal data transferred to another organisation;
- The right to lodge an objection against the processing of your personal data;
- The right to lodge a complaint with the Belgian Privacy Commission.

For more information or to submit an appeal as referred to above, please do not hesitate to contact KdB by sending an email to: informatie@keesdeboekhouder.nl

11. Amendments to this privacy statement

KdB is entitled to amend this privacy statement at all times. The latest version of this privacy statement can always be viewed on the KdB website. KdB therefore advises you to regularly consult the KdB website.