

## **B-tax privacy statement**

*This privacy statement was last updated on 11 May 2018.*

B-tax processes personal data about you when you use our services and thereby provide this information to us.

We consider careful handling of personal data of great importance.

In our processing, we comply with the requirements set by the General Data Protection Regulation (AVG). That means, among other things, that we:

- only collect and process your personal data that is necessary for legitimate purposes;
- only process your personal data when you have given us your permission, when you have provided it yourself or when the data processing is necessary for the execution of an agreement;
- do not process your personal data longer than is strictly necessary;
- work exclusively with third parties who handle your personal data carefully and in accordance with the AVG;
- we respect your rights regarding your personal data and their processing;
- have taken appropriate technical and organizational measures to protect your personal data.

### **Personal data that we process:**

B-tax processes personal data about you because you use our services and/or because you provide them yourself.

Below is an overview of the personal data that we process:

- first and last name,
- title,
- address data,
- phone number,
- e-mail address,
- preferences for specific services.

We do not process data from children younger than 16 years, unless permission is given by a person who bears the parental responsibility of the child.

### **Data processing:**

B-tax has the right to process your personal data because we can base ourselves on the following legal bases:

- Permission from the person concerned.
- The data processing is necessary for the execution of an agreement.

B-tax processes your personal data for the following purposes:

- Executing our services.
- To be able to contact you if necessary to carry out our services.

**Automated decision-making:**

B-tax does not take decisions based on automated processing on matters that can have (significant) consequences for people.

**Retention period:**

B-tax does not store your personal data longer than is strictly necessary to achieve the goals. We use a retention period of 2 years after you last used our services, unless legally a longer retention period is necessary.

**Share data with others:**

In some cases we have to outsource our work to third parties. If such third parties process personal information on our behalf, we do so only with parties who handle your personal data carefully and in accordance with the AVG. B-tax remains responsible for this processing.

B-tax does not sell your personal data to third parties and will only provide these if necessary for the execution of our services or to comply with a legal obligation.

**Your rights:**

You have the following rights regarding the information we collect from you:

- the right of inspection;
- the right to adaptation;
- the right to removal;
- the right to limit processing;
- the right to object to processing;
- the right to have your data transferred.

You also have the right, if you have previously agreed to the processing of your personal data, to withdraw this agreement at any time.

You can send a request to exercise the above rights to: [info@btax.nl](mailto:info@btax.nl). To be sure that the request has been made by you, we can ask you to identify yourself. We respond as quickly as possible to your request, but within four weeks. If we can not meet your request, we will explain this to you.

**Website visit:**

B-tax uses functional and analytical cookies on its website to collect and analyze information about the use of the website. Cookies are small files that the provider of a website places on the devices of a visitor, for example on a computer, telephone or tablet. With cookies, information can be collected or stored about the website visit or about (the device of) the user.

**Security:**

B-tax has taken appropriate technical and organizational measures to protect your personal data. Our systems are equipped with antivirus, antimalware and firewall software with the latest software and security updates, employees who have access to your personal data are screened on the basis of a Declaration on the Behavior (VOG) and have signed a confidentiality agreement.

We only store your personal data on servers within the European Economic Area.

**Contact:**

If you have questions or complaints about this privacy statement, please contact us in the following ways:

- by telephone: 070-5119300;
- by e-mail: [info@btax.nl](mailto:info@btax.nl);
- by visiting our office at Maalsteenkreek 11 in Wassenaar (by appointment only).

We will treat your complaints confidentially.

You also have the ability, when you think that we have not handled your complaint satisfactorily, to file a complaint with the Dutch Data Protection Authority.

*B-tax reserves the right to change this privacy statement. We encourage you to read the privacy statement regularly. This privacy statement was last updated on 11 May 2018.*