

# Privacy Statement

HEBIX Consultants B.V. - version EN 26 October 2018

## Introduction

HEBIX Consultants B.V. (after this referred to as **HEBIX Consultants**) is a private limited liability company engaged in providing tax advice to companies and individuals.

To be able to offer our services and to be able to communicate personally with you as a data subject, we process personal data. Personal data are data that provide information about a person, such as contact details, financial data or other privacy-sensitive data.

HEBIX Consultants is responsible for processing within the meaning of the General Data Protection Regulation (**GDPR**). We respect your personal information and ensure that the personal information provided to us or otherwise obtained by us is treated confidentially in accordance with the law and our internal privacy policy.

The basic principles of our internal privacy policy are as follows:

- We use the data only for the purpose for which we collected it.
- We do not collect, use or store more data than we need to achieve the purpose for which we obtained the data and only if there is no other way to achieve the same purpose.
- We use the data only insofar as there is a legal basis for doing so.
- We take appropriate security measures against loss of and unauthorised access to the personal data.
- The more privacy-sensitive the information, the smaller the circle of people who use the data.
- We will only provide your personal data to third parties if we receive sufficient guarantees for the protection of your data.

In this privacy statement, you will find information about what we do with the personal data we obtain in the performance of our work.

## Purpose of processing personal data

We use the personal data only for the purpose for which we received or obtained the data. This use includes in any case:

- The provision of tax advice and tax return services, including communication with the Tax Administration and conducting (legal) proceedings;
- Sending and collecting claims; and
- Complying with our legal and regulatory obligations.

## Use of personal data by third parties

We handle your personal data confidentially. We do not disclose the personal information we collect to third parties for their direct marketing purposes. We will only give your personal data to other companies or institutions if this is necessary for the performance of our services, if we have obtained your consent or if we are legally obliged to do so.

For the benefit of our services we work together with:

- external ICT service providers;
- the suppliers of the software used by us for the provision of our services; and
- hired accountants, civil-law notaries, lawyers, trustees and other experts.

Also, under certain circumstances, we provide personal data to the Tax Administration or other counterparties of clients. Finally, HEBIX Consultants can provide personal data to a third party, such as a supervisor or another body with public authority, insofar as there is a legal obligation to do so.

To the extent necessary, we have concluded a processing agreement with these companies to ensure that they, too, handle your data with care.

If we wish to transfer your data outside Europe, for example, because a data centre or our supplier is located there, we will only do so under the conditions required by law, for example using a contract to which the EU Model Clauses apply.

## Data protection

HEBIX Consultants attaches great importance to the security and protection of your personal data and, taking into account the state of the technology, takes appropriate technical and organisational measures to ensure a level of security appropriate to the risk. In the event that we make use of the services of third parties, such as an IT supplier, we will lay down agreements on adequate security measures in a processing agreement in the context of the protection of personal data.

If despite the security standards, there is a security incident that is likely to adversely affect your privacy, we will inform you of the event as soon as possible. We will, therefore, inform you of the measures we have taken to limit the consequences and prevent a recurrence.

## Privacy rights of data subjects

You can send a request for inspection, correction, restriction, objection, transferability of data, removal of your personal data or revocation of previously given consent via the contact details below. We will comply with your request unless we have an overriding or justified interest in not modifying the data that outweighs your privacy interest. If we have deleted data, not all copies of the data may have been immediately deleted from our systems and backup systems. There may be circumstances in which we cannot, or cannot fully, comply with your request. These include confidentiality obligations and statutory retention periods.

Your requests as referred to above, can be addressed to:

HEBIX Consultants b.v.  
Attn. Mr M. Nieuweboer  
Ferry Wienekestraat 8  
3069 RT Rotterdam  
The Netherlands  
Tel. +31 10 892 9191  
E-mail [mark@hebix.nl](mailto:mark@hebix.nl)

To ensure that we provide the relevant personal data to the correct person based on your request, we ask you to provide a copy of a valid passport, driving licence or proof of identity with a shielded passport photo and BSN number for verification purposes. We will only deal with requests that relate to your own data.

You will receive further notice from us within two weeks after receipt of your request.

You have the right to complain about our processing of your data with the *Autoriteit Persoonsgegevens*. You can contact the *Autoriteit Persoonsgegevens* for this purpose ([www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl)).

## Statistics and cookies

To increase the functionality and ease of use of our website(s), so-called technical or functional 'cookies' are used. A cookie is a small text file that is placed on your computer, tablet or smartphone during your visit to the HEBIX Consultants website(s). You can refuse the use of these cookies at any time, although this may limit the functionality and ease of use of the website(s).

On the website of the Consumer and Market Authority ([www.consuwijzer.nl/telecom-post/internet/privacy/uitleg-cookies](http://www.consuwijzer.nl/telecom-post/internet/privacy/uitleg-cookies)) you can read more about cookies and how to block or remove them.

## Privacy Statement Amendments

HEBIX Consultants has the right to change the content of this privacy statement at any time without prior notice. We will publish changes on our website. Therefore, please consult our website regularly.

## Contact person

If you have any questions, please contact Mark Nieuweboer ([mark@hebix.nl](mailto:mark@hebix.nl) or +31644589939).