

[Privacy statement Lenssen Advies B.V. Chamber of Commerce 14116495](#)

Introduction

We process personal data in the context of our services. We may have received data from yourself, for example via our website, e-mail, telephone, post, social media channels, and so on. In addition, we may receive your personal data in the context of our services through third parties (for example your employer). With this privacy statement, we inform you about how we handle this personal data.

Personal data to be processed

Which personal data we process depends on the exact service and circumstances.

This usually concerns the following data:

- name and address details;
- Position of contact persons;
- Birthdate and -place;
- Sex;
- Contact details (e-mail addresses, telephone numbers) and name and position of contact persons;
- Copy of identity documents;
- Citizen Service Number / social security number (only if necessary!);
- Passport photo (only if strictly necessary! For example for personnel file);
- Age;
- Salary and other information required for tax returns, salary calculations, etc.;
- Marital status, details of partner and possibly information about children; as far as needed for example regarding tax returns);
- Bank account number;
- Information about your activities on our website, IP address, internet browser, and device type.

Purposes of and bases for the processing

In a number of cases we process the personal data in order to comply with a legal obligation, but usually, we do this to be able to implement our services. Some data is recorded for practical or efficiency reasons, of which we (may) assume that they are also in your interest, such as:

- Communication and information provision;
- Identification in the context of the Identification Obligation Act
- Being able to provide our services as efficiently as possible;
- The improvement of our services;
- Invoicing and collection

The abovementioned also means that we use your personal data for marketing purposes or to send you promotional materials or messages about our services if we think they may be of interest to you. It can also happen that we will contact you to request feedback on services provided by us or for market- or other research purposes.

In some cases, it may be that we want to process personal data other than the reasons above and that we will ask your permission for this.

If we ever process personal data that we may process based on your consent for other or more purposes, we will first ask for your permission again.

Finally, we can also use your personal data to protect the rights or property of ourselves and those of our users, and if necessary, to comply with legal proceedings.

Provision to third parties

In the context of our services, we may use services from third parties, for example, if these third parties have specialist knowledge or resources that we do not possess. This can be so-called processors or sub-processors, who, based on your exact engagement, will process the personal data. Other third parties who strictly speaking won't be a processor of the personal data, but do have or could have access, are for example our system administrator, suppliers, or hosting parties of online software, government, or consultants whose advice we obtain regarding your engagement. If engaging third parties results in them having access to the personal data or the data that they record and/or otherwise process themselves, we will agree (in writing) with those third parties that they will comply with all obligations of the GDPR.

Of course, we will only engage third parties whom we can and may assume are reliable parties, that handle personal data adequately and, can and will comply with the GDPR. This means, among other things, that these third parties may only process your personal data for the aforementioned purposes.

Of course, it may also be the case that we have to provide your personal data to third parties in connection with a legal obligation.

Under no circumstances will we provide your personal data to third parties for commercial or charitable causes without your explicit consent.

Mapping website visits

General data is automatically kept of website visitors, such as visitor numbers and pages requested. The purpose of this is to optimize the layout of the website. This concerns numerical data and not personal data.

This website uses Google Analytics, a web analysis service that is offered by Google Inc. ("Google"). Google Analytics uses "cookies" (text files placed on your computer) to help analyse the website with regard to how the website is used by visitors. The information which the cookie generates about your use of the website (including your IP address) is transferred to and stored by Google on servers in the United States. Google uses this information to keep track of how you use the website, to report on the website activity for website operators, and to provide other services related to website activity and internet usage. Google may provide this information to third parties if Google is legally obliged to do

so, or insofar as these third parties process the information on behalf of Google. You can refuse the use of cookies by selecting the appropriate settings in your browser.

However, we would like to point out that in that case, you may not be able to use all of the options on this website. By using this website you consent to the processing of the information by Google in the manner and for the purposes such as described above. Read the privacy policy for more information, as well as the specific privacy policy of Google Analytics.

Retention periods

We will not process your personal data for longer than is useful for the purpose for which these have been provided (see the section "**Purposes of and bases for the processing**"). This means that your personal data will be kept for as long as it is necessary to achieve the respective goals. Certain data must be kept longer (usually 7 years) because we have to comply with legal retention obligations (for example the fiscal retention obligation) or in connection with regulations from our professional association.

Security

We have taken appropriate organizational and technical measures for the protection of personal data in as far as they can reasonably be expected to be taken by us, taking into account the interest to be protected, the state of technology, and the costs of the relevant security measures.

We impose confidentiality on our employees and any third parties who necessarily have access to the personal data. We also take care that our employees have received correct and complete instructions about the handling of personal data and that they are sufficiently familiar with the responsibilities and obligations of the GDPR. If you appreciate this, we will inform you more about how we designed the protection of personal data.

Your rights

You have the right to inspect, rectify or delete the personal data that we hold about you (unless, of course, this conflicts with any legal obligations).

You can also object to the processing of your personal data (or part of it) by us or by one of our processors. You also have the right to have the data you have provided to be transferred by us to yourself or directly to another party if you wish.

Incidents with personal data

If there is an incident (a so-called data breach) regarding the concerned personal data, we will inform you immediately if there is a concrete chance of negative consequences for your personal privacy and its realization, unless there are compelling reasons. We aim to do this within 48 hours after we have discovered this data breach or have been informed about it by our (sub) processors.

Complaints

If you have a complaint about the processing of your personal data, we ask you to contact us about this. Should this not lead to a satisfactory outcome, you always have the right to

file a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens); the supervisory authority in the field of privacy.

Processing within the EEA

We will only process personal data within the European Economic Area unless you agree to other written agreements about this with us. Exceptions to this are situations in which we want to map contact moments via our website and/or social media pages (such as Facebook and LinkedIn). Consider, for example visitor, numbers and requested web pages. Your data will be stored outside the EU by third parties when using, for example, Google Analytics, LinkedIn, or Facebook. These parties are "EU-US Privacy Shield" certified so that they must comply with European privacy regulations. Incidentally, this concerns only a limited number of sensitive personal data, in particular your IP address.

Liability

Although this website and the services to be engaged there are composed and executed with great care, Lenssen Advies B.V. accepts no liability for any errors or imperfections in the text or in the implementation. For the content of messages such as those provided by website

visitors via the "share message" function entered and forwarded, Lenssen Advies B.V. accepts no liability. For the content, actuality, and operation of third-party websites that can be summoned by "links" on this website, Lenssen Advies B.V. accepts no liability.

Lenssen Advies B.V. is not liable for damage of any kind. No rights can therefore be derived from the content of this website.

Amendments

Our privacy policy will undoubtedly be changed from time to time. The most recent version of the privacy statement is logically the applicable version and can be found on our website.

Finally

We hope that this privacy statement has given you a clear picture of our privacy policy. However, if you have any questions about how we handle personal data, please let us know. For questions or comments about privacy aspects, you can send a message to pam.maessen@lenssenadvies.nl.

P. (Pam) Maessen
Privacy Officer

J.W.F. (Joris) Wijnen
Risk Manager