



PRIVACY STATEMENT

While providing our services, we collect your personal data. This is necessary for us to provide a good service. This includes, for example, information needed to contact you, or to handle billing.

Personal Data means all data that can be directly or indirectly traced to you. The most obvious data are name and address details, but other data can sometimes also fall under the heading of Personal Data. We are not allowed to process this data just like that. Therefore, we inform you through this Privacy Statement what data we process and for what purpose.

WE PROCESS THE FOLLOWING PERSONAL DATA

- Name, Address and other contact information;
- Customer information such as your date of birth, age and marital status;
- Your identification information (such as your ID if applicable);
- International Bank Account Number (IBAN) (if applicable);

THE PURPOSES FOR WHICH YOUR DATA WILL BE USED

- Data we use namely to communicate;
- Taking care of payroll administration (if applicable);
- Providing payroll tax returns (including social security contributions);

LEGAL GROUNDS FOR PROCESSING YOUR DATA

We require a legal basis for processing your data. We use at least one of the following grounds for processing your Personal Data:

- To comply with the legal obligation incumbent upon us; this includes, for example, our legal duty of care or compliance with legal provisions....
- Pursuant to your consent to the processing of your Personal Data for specific purposes. You can withdraw this consent at any time;
- For the representation of our legitimate interests within the framework of the performance of our services or those of a third party. Here we balance your interests against our own interests. Our interest relates primarily to the performance of the contract with you and the maintenance of our customer relationship with you.

STORAGE AND RETENTION PERIOD OF PERSONAL DATA

Your personal data will be kept for as long and as far as we need it. In any case, the data will be kept for the duration of the relationship contact or agreement.

When our contact or agreement ends, we will keep your data for a period of two years. We keep the data needed for tax reasons for a period of seven years. After these periods we destroy your data.

REQUEST INSPECTION, RECTIFICATION, OR DELETION OF YOUR PERSONAL DATA

In case you wish to view, modify, transfer, or delete personal data stored by us, please contact us by sending a letter to Overhoeksplein 25A, 1031 KS, Amsterdam or by sending an email to info@baasamsterdam.com. For verification purposes, we will ask for a copy of your identification document on which you make the Citizen Service Number unrecognizable.

It is possible that we cannot accommodate your request in all cases. When this is the case, we will let you know.

Do you have a complaint about the processing of your personal data? Please contact us by sending a letter to Overhoeksplein 25A, 1031 KS, Amsterdam or by sending an email to info@baasamsterdam.com. Should we not work it out together, you can always **file a complaint with the Dutch Data Protection Authority**.

THE SECURITY OF YOUR DATA

We have taken adequate technical and organizational measures to secure your Personal Data.

Should something unexpectedly go wrong with the protection of your Personal Data, or if we suspect that this is the case, we will report this to the Personal Data Authority. If the incident relates to your Personal Data and poses a high risk to you of infringement of your rights and freedoms, we will notify you as soon as possible.

DISCLOSURE OF DATA TO THIRD PARTIES

We provide your personal data only if you have given us permission to do so, we are required to do so by law or court order, or if the provision serves our deliverable product or service.

Your personal data may be disclosed to the following parties:

External parties who process your data under our instructions and responsibility, such as ICT service providers.

The external parties that process personal data under our responsibility will only do so for purposes and under conditions that we have agreed with them by means of a processing agreement.

THE USE OF COOKIES

Cookies are small text files that are placed on your computer, tablet, or cell phone when you visit our website. These cookies allow us to track information about your visit to our website.

These cookies are used to make the website function better and to analyze our website visit. This information is only used by BAAS Amsterdam and not shared with third parties.

We do not use tracking cookies. Tracking cookies are cookies that can follow you during your use of other websites.

Should you wish to delete cookies you can do so manually in your browser settings.

PRIVACY STATEMENT CHANGES

We may make changes to this privacy statement from time to time. You will always find the most current statement on our website. I therefore request that you check it regularly for any changes.

QUESTIONS?

If you wish to utilize any of your rights, or have any questions please contact us at info@baasamsterdam.com.