



**THE BOOKKEEPER B.V.**

Member of the Orange Heritage Group

**Hilversum Business Center**

Zeeverijnstraat 6  
1216 GK Hilversum  
Postbus 25  
1243 ZG 's-Graveland

**Tower 19**

Unit 7.03  
Landdorstreef 124  
1314 SK Almere

**Privacy statement**

We take privacy seriously and will process and use information in a secure manner. In this privacy statement you can read how we handle personal data.

**1. IDENTITY**

Name: The Bookkeeper B.V.

(Visit) address: Zeeverijnstraat 6, 1216 GK Hilversum, Netherlands

Registered with the Chamber of Commerce under number: 32133868

**2. PRIVACY**

The Bookkeeper B.V. takes privacy seriously. We process personal data about you, because you use our website of our services and also, because you provide this data to us yourself, for example by filling in a contact form.

We do our best to process the data you have provided to us in a careful manner.

This privacy statement provides you with a clear overview of which personal data we process, how we handle this personal data and also indicates as clearly as possible why we collect it.

Within the meaning of the General Data Protection Regulation (GDPR), The Bookkeeper B.V. is a so-called controller in this case.

**3. PERSONAL DATA THAT WE PROCESS**

We differentiate the personal data that we process by type of contact. Per type of contact we process the following data:

**3.1 Business relations (e.g. suppliers)**

First and last name and position of contact person

Company/association name, business and postal address, postal code and city

Phone number

Email address

Payment details such as IBAN number and direct debit issued for invoicing purposes

**3.2 Customers**

First and last name

Company/association name, business and postal address, postal code and city

Phone number

Email address

**3.3 Website visitors**

Data about your activities on our website, this data cannot be traced back to individuals

Internet browser and device type

**4. SPECIAL AND/OR SENSITIVE PERSONAL DATA THAT WE PROCESS**

Our website and/or services do not intend to collect data about visitors or persons younger than 16 years old. Unless they have permission from parents or guardians. However, we cannot check whether a visitor is older than 16 years old. We therefore advise parents to be involved in the online

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activities of their children, in order to prevent data about children being collected without parental consent.

If you are convinced that we have collected personal information about a minor without this consent, please contact us at [info@thebookkeeper.nl](mailto:info@thebookkeeper.nl) and we will delete this information.

## **5. WHY AND HOW LONG**

We process your personal data for the following purposes:

To be able to call or email you about the progress of your assignment, for example (but not limited to):

answering correspondence, sending a quote;

To inform you about changes to our services and products;

To analyze your behaviour on the website in order to improve our website and tailor it to your preferences (see item 3.3).

We do not store your personal data for longer than is strictly necessary to achieve the purposes for which your data was collected or as required by law.

The Bookkeeper B.V. does not make decisions based on automated processing on matters that could have (significant) consequences for people. This concerns decisions that are made by computer programs or systems, without a human being (for example an employee of The Bookkeeper B.V.) being involved.

## **6. SHARING OF DATA**

The Bookkeeper B.V. does not sell or share your data with third parties and only provides it if this is necessary for the execution of our agreement with you or to comply with a legal obligation.

We conclude a processing agreement with companies that process data on our behalf to ensure the same level of security and confidentiality of your data.

The Bookkeeper B.V. remains responsible for these processes.

## **7. MARKETING/INFORMATION ACTIVITIES**

We may send information to provide all parties involved (business relations and/or customers) with important information about the work we are to carry out.

## **8. MAPPING WEBSITE VISITS**

### **Cookies**

This website uses cookies to improve your user experience. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. There are different cookies, some of which are necessary for the site to function. When visiting our website, you can indicate which cookies may be placed. If you choose not to place certain cookies, it is possible that the site will not function optimally and that preferences will not be saved.

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You can withdraw your cookie consent at any time by clicking on the cookie banner that remains on the screen.

**Delete cookies**

Once placed on your PC, tablet or mobile, you can delete cookies via the browser settings.

**9. DISCLAIMER**

The information on our website has been compiled with the utmost care. However, no rights can be derived from what is stated on the site. The Bookkeeper B.V. cannot guarantee that the website will function without errors and without interruption at all times. The Bookkeeper B.V. expressly rejects any liability with regard to the correctness, completeness and topicality of the information provided and the (undisturbed) use of this website.

References to external sources are for information purposes only. The Bookkeeper B.V. cannot be held liable for the content of these external sources or the functioning of these external sites/sources. The Bookkeeper B.V. cannot be held liable for the way in which these sites handle your personal data.

It is not permitted to copy or download information, images and/or other elements of this site with the aim of distributing or multiplying them for personal gain. It is only permitted for personal use. The Bookkeeper B.V. reserves the right to change the content of the website at any time without further notice.

**10. VIEW, MODIFY AND DELETE**

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your consent for the data processing or to object to the processing of your personal data by The Bookkeeper B.V. and you have the right to data portability. This means that you can submit a request to The Bookkeeper B.V. to send the personal data that we have about you in a computer file to you or another organization named by you.

You can send a request for access, correction, deletion, transfer of your personal data or request for withdrawal of your consent or objection to the processing of your personal data to [info@thebookkeeper.nl](mailto:info@thebookkeeper.nl). In such a request, we may ask for some form of identification so that we can be sure that we are making the changes to the right person. We will respond to your request as soon as possible. There are no costs associated with changes.

If you want to change or delete data that you cannot change yourself, please contact us.

**11. COMPLAINTS**

The Bookkeeper B.V. would like to point out that you have the possibility to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/zelf-doen/gebruik-uw-privacyrechten/klacht-melden-bij-de-ap>

**12. DATA SECURITY**

The Bookkeeper B.V. takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. Your

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data may be stored outside the Netherlands, The Bookkeeper B.V. has taken the necessary measures to ensure that the protection of the data at those locations at least meets the GDPR requirements.

If you have the impression that your data is not properly secured or there are indications of misuse or a data leak, please contact us immediately via [info@thebookkeeper.nl](mailto:info@thebookkeeper.nl).

When sending personal information to us via the internet, you should be aware that you are responsible for the security of your computer and/or telephone and the internet connection over which you send everything. Sending is therefore at your own risk.

### **13. CHANGES TO THE PRIVACY STATEMENT**

As a result of all kinds of developments, including legal changes, this privacy statement is updated regularly. An adjustment to this statement will be made known to everyone as much as possible, via your contact details known to The Bookkeeper B.V.. It is also recommended that you regularly view and read the privacy statement yourself in order to determine whether you still agree with how we handle your personal data. The most recent version of the statement prevails over previous versions.

Hilversum, februari 2025

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