

Privacy statement

Van Graven Finance & Advice

This is the privacy statement of Van Graven Finance & Advice, hereinafter referred to as “Van Graven”, registered with the Chamber of Commerce under number 74799770.

This privacy statement was first created on November 7, 2021. Van Graven Finance & Advice may change this privacy statement in the interim. The most recent version is always available on Van Graven's website, www.vangravenfinance.nl.

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1. From whom do we have data?

From anyone who visits the website:

- a. subscribes to the newsletter;
- b. makes an appointment;
- c. fills in the contact form.

Anyone who sends an email to Van Graven Finance & Advice;

From everyone who has given permission via an agreement / contract.

2. What data do we process?

We may process the following data from you:

Company name, first and last name, address details, telephone number, e-mail address, bank account number, social security number, date of birth, place of birth, civil status, data from your income tax return and the financial data of your company. Other data than stated here will only be processed with your permission.

3. What do we use your data for?

We use your data for various purposes as described below:

- **Performing the service:** in order to be able to perform our services as optimally as possible, (some of) your data is required. For example, for completing the income tax return;
- **Communication:** we must be able to contact you in order to carry out our services. For this we use your email address, address details or telephone number;
- **Newsletter:** we keep you informed about offers, new products and developments via a newsletter;
- **Improving the service:** every so often we send an email (unspecified) to give your opinion about our service. We may also ask you to participate in a survey, customer or market research. When an external party does this research, we give them your email address. The external party must comply with our privacy rules;
- **Fraud:** we may use your data to investigate, prevent or counter fraud. If necessary, we provide your data to the government;
- **Processing payments:** to complete your payment correctly, we need your data;
- **Legal obligation:** your data will be processed if we are legally obliged to do so. For example, for the retention period for invoices set by the tax authorities.

4. How long do we keep your data?

Your data will not be kept longer than necessary. Your data will be kept for the purposes for which the personal data is needed.

Data from potential clients will be deleted a maximum of 3 months after the quotation has not been approved. If you have purchased services from Van Graven as a party, your data will be stored for a maximum of 7 years. This retention period is necessary to be able to comply with the obligations of government authorities.

5. Who do we share your data with?

We share your data with various third parties if this is necessary for the execution of the agreement, for example accounting packages, and to comply with any legal obligations. If possible, we conclude a processing agreement with organizations that process your data on our behalf. We remain responsible at all times for the processing of your data.

6. Your rights

The General Data Protection Regulation grants you a number of rights, namely:

- **Right of access:** you can ask us for a copy of the data we have processed about you.
- **Right to be forgotten:** you can ask us to delete data about you that we have processed. Due to legal obligations, we cannot always comply with this request.
- **Right to rectification and completion:** you can change and supplement data provided to us at any time.
- **Right to data portability:** you can ask us to transfer data we hold about you to another organization.
- **Right to restriction of processing:** you can ask us to process less data about you.
- **Right to object:** you can object to the processing of your data by Van Graven.

If you wish to make use of one or more of the above rights, please send an email with the request to hallo@vangravenfinance.nl. We request that you send a copy of ID proof with the request by email, so that it is clear that the request has actually been made by you. Make the following fields black on the ID copy: MRZ (machine readable zone), passport or ID number and citizen service number. Your request will be responded to within 4 weeks at the latest.

We also point out that you can submit a complaint to the Dutch Data Protection Authority.

7. Data Security

The security of your data is taken very seriously and therefore appropriate measures are taken to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized changes. If you have the impression that your data is not properly secured or there are indications of abuse or the like, please contact us via hallo@vangravenfinance.nl.