

Privacy Statement Boeckenhoff Balance & Business

This is the privacy statement of B. Boeckenhoff h.o.d.n. Boeckenhoff Balance & Business, hereafter referred to as: Boeckenhoff Balance & Business. Boeckenhoff Balance & Business is registered with the Chamber of Commerce under number 81193955 and has its registered office at Maliebaan 71-18 (3581CG) in Utrecht. Boeckenhoff Balance & Business performs its services under the names BB4Balance and Boeckenhoff Business Consulting. If the document mentions Boeckenhoff Balance & Business, this also refers to BB4Balance or Boeckenhoff Business Consulting.

This document explains how Boeckenhoff Balance & Business handles the processing of your personal data. When processing your personal data, Boeckenhoff Balance & Business takes the greatest possible care.

Acquisition of personal data:

If you use the services of Boeckenhoff Balance & Business, you yourself provide Boeckenhoff Balance & Business with a number of personal data, or personal data is obtained from you as part of the agreement. Personal data is defined as any data relating to an identified or identifiable natural person.

Categories of personal data

Boeckenhoff Balance & Business processes the following categories of personal data:

1. Contact and name and address information;
2. E-mail address;
3. Company information;
4. Financial data;
5. Account information, which also includes your password and username;
6. Order History;
7. Date of Birth;
8. Gender (if and to the extent necessary);
9. Other personal information provided by you.

Purpose of processing

The personal data processed by Boeckenhoff Balance & Business is for the purpose of:

1. Contact you to inform you about the services you have purchased and their implementation;
2. Performing its services;
3. Improve service delivery;
4. Making payments;
5. Fulfillment of legal obligations;
6. Doing marketing and communication expressions;
7. Improve the website by analyzing visitor behavior on the website;
8. Sending newsletters;
9. Data exchange with third parties for the purpose of service delivery.

Basis of processing

The processing of personal data is only possible on the basis of the following grounds: (i) legal obligation, (ii) execution of an agreement, (iii) obtained (explicit) permission from those involved, and (iv) legitimate interest. Personal data is processed when providing the services of Boeckenhoff Balance & Business. Boeckenhoff Balance & Business only processes data that Boeckenhoff Balance & Business considers necessary for (improving) the service provision and handles the (personal) data collected about you and your use of the services with care. The basis for processing this data is the agreement that you have entered into with Boeckenhoff Balance & Business. Personal data may also be processed by visiting the website if you have given permission for this to be done.

Need for processing

The processing of your personal data is necessary to be able to carry out the services. The services provided by Boeckenhoff Balance & Business cannot be fully performed without processing your personal data. If your explicit permission is required for specific purposes relating to the personal data, you must give your separate permission for this.

Automated decision making

There is no automated decision-making.

Retention period

The personal data processed by Boeckenhoff Balance & Business will be kept in accordance with the relevant legislation and regulations. If a longer retention period is necessary on the grounds of legislation or regulations, the personal data will be kept for a longer period in accordance with these requirements. All personal data (obtained) will not be kept longer than strictly necessary.

Processing by third parties

Boeckenhoff Balance & Business only shares personal data with third parties if this is strictly necessary for the execution of an agreement and to comply with relevant legislation and regulations. No personal data will be sold. Boeckenhoff Balance & Business may be under a legal obligation to share personal data with third parties. If personal data is shared with third parties, processing agreements are made. The third parties with whom personal data is shared are:

1. The engaged delivery service(s), for the purpose of executing the agreement. The categories of personal data processed are contact and name and address information and location data.
2. The Payment Provider, for the purpose of executing a contract. The categories of personal data processed are financial data.
3. The Accountant/Tax adviser, for the purpose of executing an agreement. The categories of personal data processed are contact and name and address details, company details and financial data.
4. Software suppliers, for the purpose of executing the agreement. The categories of personal data processed are location data, email address, company data, financial data and contact and name and address details.
5. Website manager, for the purpose of executing the agreement. The categories of personal data processed are location data, e-mail address, contact and name and address details and other personal data provided by you.

Security of Personal Data

Boeckenhoff Balance & Business takes the protection of your personal data seriously and, taking into account the state of the art, implementation costs, as well as the nature, scope, context and processing purposes and the risks to the rights and freedoms of persons that vary in terms of probability and severity, takes appropriate technical and organizational measures to ensure a risk-appropriate level of security.

Disclaimer

By using the website, you agree with the disclaimer. Boeckenhoff Balance & Business reserves the right to change the content of its website and/or this disclaimer at any time without informing its customers and/or users of the website of this change. The content of the website has been compiled with the greatest possible care, but may nevertheless contain inaccuracies or be incomplete. Boeckenhoff Balance & Business does not accept any liability whatsoever for damage caused by or resulting from using the website. The use of this website is entirely at the risk and expense of the user of the website. No rights can be derived from the content of the website. All texts on the website are protected by copyright and are the property of Boeckenhoff Balance & Business, insofar as they do not belong to third parties.

Cookie Statement

Boeckenhoff Balance & Business uses technical and functional cookies. Cookies are small text files that are sent when visiting a website in order to make the user experience of visitors more efficient. Boeckenhoff Balance & Business is allowed by law to store cookies on your device if these cookies are strictly necessary to use the website. For other types of cookies, your permission is required. We recommend accepting the cookies in connection with the user-friendliness of the website. Visitors to the website have a check in option.

The cookies that Boeckenhoff Balance & Business uses are functional cookies: these cookies ensure that the website works properly. These cookies have no effect on personal privacy, so no permission has to be asked or granted. For example, these cookies save your browser settings so that our website can be viewed at its best, or ensure that the website remains accessible (load-balancing), but also cookies that ensure that no other cookies may be placed (no-follow).

With your permission, we place "tracking cookies" on your computer. We use these cookies to keep track of the pages you visit in order to build up a profile of your online behaviour. This profile is not linked to your name, address, email address and the like, but only to tailor advertisements to your profile so that they are as relevant to you as possible.

Cookies from Google are also placed on the Boeckenhoff Balance & Business website for use by Google Analytics. This means that Boeckenhoff Balance & Business cannot link information to a natural person. We do not keep information about what you do on the Internet. Google Analytics may be obliged under applicable laws and regulations to provide access to this data. If you have any questions about this, please contact us via balanceandbusiness@gmail.com.

Use social media

Boeckenhoff Balance & Business uses third-party cookies to optimize the website. Some cookies are placed by third party services that are displayed on the website. By third parties is meant Google Analytics and social media (LinkedIn, Facebook, Twitter). The use of cookies from other companies (third parties) is subject to the privacy and cookie policy of the company concerned. When you click the social media button on the website, a social media cookie is placed. This allows the social media party to

recognize your IP address when you share an article from the website. Boeckenhoff Balance & Business refers you to the privacy and cookie declarations of these parties for the cookies of social media parties and the data and/or personal data that they collect with this.

Browser settings

If you do not want websites to place cookies on your device used to view the website, you can adjust your browser settings. Before a cookie is placed, you will receive a warning and will have to give your permission for the cookie to be placed. Failure to do so may result in, for example, the website working less well. You can adjust the settings of your browser so that your browser refuses all cookies and also the cookies of third parties. You can also remove installed cookies. To do this you must change the settings of your browser via preferences and then you can change the privacy settings.

This privacy statement does not apply to third-party websites that are connected to this website through links. We cannot guarantee that these third parties will handle your personal data in a reliable or safe manner. We recommend that you read the privacy statement of these websites before using them.

Right of data subjects

As a data subject, you have the following rights:

1. Right of access; As a data subject, you have the right to be informed about whether or not your personal data are being processed and, if so, to obtain access in relation to the processing.
2. Right to rectification; You have the right to obtain rectification and completion of incorrect data.
3. Right to erasure of data; Without unreasonable delay, a data subject should obtain erasure of personal data concerning him.
4. Right to restrict processing; As a data subject, you have the right to restrict the processing of your personal data. To do so, please contact Boeckenhoff Balance & Business.
5. Right to data portability; A data subject has the right to obtain the personal data concerning him/her that he/she has provided to Boeckenhoff Balance & Business in a structured, common and machine-readable form, and also to transfer this data to Boeckenhoff Balance & Business without being obstructed by the data controller to whom it was provided.
6. Right to object; The data subject shall have the right to object, on grounds relating to their particular situation, at any time to the processing of personal data concerning them, including profiling in accordance with those provisions. Boeckenhoff Balance & Business shall cease processing the personal data unless there are compelling legitimate grounds for processing which override the interests, freedoms and rights of the data subject related to the exercise of, establishment or support of a legal claim.

Complaint

If you have a complaint about the way in which Boeckenhoff Balance & Business handles your personal data, or if you wish to exercise one of the aforementioned rights, you can contact us via the website or by e-mail at balanceandbusiness@gmail.com. To be sure that you wish to exercise a right, Boeckenhoff Balance & Business requests that you enclose a copy of your proof of identity. You can make your passport photo and MRZ (strip with numbers at the bottom) black to protect your privacy. Boeckenhoff Balance & Business will respond to your request as soon as possible, but within 4 weeks at the latest. You can also lodge a complaint with the Personal Data Authority. This is the competent enforcement body. You can contact us for this via this link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>.

Changes to Privacy Statement

Boeckenhoff Balance & Business may amend the privacy statement at any time. The most recent version is published on the website. Therefore, always keep an eye on the website for the most recent version. If the new privacy statement has consequences for the way in which we process data already collected about you, we will inform you by e-mail.

This version was last adopted on January 25, 2021.