

Extern Privacy Statement

In order to optimally perform the services of Alan & Luca B.V. (Chamber of Commerce number 85 29 53 37) located in (2289 BR) Rijswijk, at Zuiderweg 68 (together: 'A&L'), A&L processes personal data. A&L respects the privacy of everyone who visits the A&L website. The (personal) data provided by you are confidentially secured and processed by A&L. In this Privacy Statement you will be informed about how your personal data is processed.

Processing of personal data:

Due to its services, A&L may be forced to process your personal data. Depending on the service provided, A&L processes personal data. This concerns personal data such as your name, address, date of birth or details of persons working in your company.

Looking for contact with A&L:

If you visit, e-mail or call the A&L website, it is possible that A&L must process the following personal data about you: data about your IP address, your activities on the A&L website, your browser type and computer or other device. As well as: your name, address and place of residence, your telephone number, your e-mail address, your bank account number and any other personal data that you provide.

Purpose:

A&L only uses this personal data for the purpose for which it received it, for example to answer your questions or to allow you to use all (online) services on the A&L website. A&L makes a selection based on your preferences, customer and market research carried out as well as information about the use of the A&L website by visitors.

Integrated services from A&L:

A&L's services include checking or compiling the annual accounts, submitting tax returns, taking care of the payroll administration and/or financial administration as well as providing financial, tax, legal or HR advice. As indicated, A&L must process the (personal) data that you provide in order to be able to perform its services to you. A&L receives access to your personal data from you or obtains it from third parties (such as the Tax and Customs Administration or other government organizations). Not only your personal data but also the personal data of your employees, temporarily hired employees or suppliers are included. This includes: contact details and name and function of contact persons, name and address details, gender, date of birth / place, telephone number, e-mail address, financial data, salary data. Furthermore: marital status, partner details and information about children, identification data, such as BSN and passport number.

Contract of assignment:

Sometimes A&L needs to process (or store) the personal data in order to comply with a legal obligation and/or in connection with legal proceedings. However, A&L usually does this in order to perform its services to you. The purpose for which A&L uses these personal data is laid down in the contract of assignment between A&L and you. In the event that you provide A&L with an additional order, it will use the data it already has on the basis of the original assignment. It is also possible that it follows from the (additional) assignment to A&L that an affiliated company with A&L will (partly) carry

out the assignment. Incidentally, A&L will always ask your permission if it wants to process personal data for reasons other than your (original) request.

Retention period:

Your personal data will not be stored by A&L longer than is necessary to achieve the aforementioned purposes. However, certain data must be kept longer because A&L must comply with statutory retention obligations, such as the tax retention obligation, or must comply with regulations from the professional association (s) of A&L.

You apply for a job at A&L:

If you participate in an A&L application procedure, A&L can process the following personal data about you: date of birth, name and address details, gender, application letter and CV. A&L will only use your data for the purpose for which it received it from you and to keep you informed of the application procedure.

Third parties and your data, processing agreement:

If, for example, A&L has to pass on the data you provide to third parties through the use of software from different suppliers, it will only do so if this is necessary in the context of its services to you.

It may therefore be that third parties must have access to the personal data or that they process it themselves. In that case, A&L will agree in writing with those third parties that they comply with all obligations under the General Data Protection Regulation ("GDPR"). This is done in a so-called processing agreement.

A&L will only engage third parties that it believes qualify as reliable parties who handle personal data carefully and in accordance with privacy legislation. These third parties may only process your personal data for the above purposes.

The information you provide will not be provided by A&L to other parties if you have not given permission for this, unless this is legally required or permitted.

A&L expressly points out that its statement does not apply to the websites of third parties that are connected to the A&L website via links. It goes without saying that A&L cannot and does not want to guarantee that these websites handle your personal data in a secure manner. A&L therefore advises you to read the privacy statement of that website before using the relevant website(s) so that you know in advance whether your personal data is handled carefully and in accordance with the applicable privacy law.

Register of Processing Activities and security of your data:

In order to prevent the unlawful use, loss or alteration of personal data that A&L receives and processes, A&L has implemented the necessary technical and organizational measures. A&L takes into account the state of the art, the interest to be protected as well as the costs of the necessary security measures.

A&L also ensures that (internal or external) processors of your data also observe the necessary security measures. A&L obliges its employees (via a confidentiality clause in the employment contract) and any third parties (via a confidentiality statement and/or processor agreement) who necessarily have access to the personal data to confidentiality.

A&L has recorded technical and organisational (security) measures in its Register of Processing Activities (followed by a schematic overview of processing operations per A&L entity in an Annex 1). If desired, you can request this from the legal department via privacy@alanluca.nl

Your privacy rights:

If you wish to know whether A&L processes your personal data, you can submit a written request to the legal department of A&L via privacy@alanluca.nl.

A&L will then inform you within four weeks whether A&L processes your personal data. If this is the case, you will receive an overview of which data this concerns with a description of the purpose for which this data is processed by A&L.

If desired, you can request A&L to correct, supplement, change or delete your personal data. A&L will inform you within four weeks whether your request can be accepted. If A&L approves your request, it will be implemented as soon as possible.

It is also possible that A&L unfortunately cannot comply with your request to delete data. A&L must keep certain information (longer) on the basis of laws and regulations. In the event that A&L cannot delete your data, A&L will of course explain this to you. It does follow that A&L may no longer be able to provide its services to you on certain points if you request that (certain) personal data no longer be shared with third parties or that they are deleted.

Changes to this Privacy Statement:

On the basis of the applicable laws and regulations, A&L reserves the right to make changes to this privacy statement at any time. It is advisable to check this web page regularly to be able to signal any changes.

Complaints about the processing of your personal data:

Of course, you can submit any complaints about the processing of your personal data in writing to A&L in order to reach a solution together. Apart from this, you have the right to file a complaint with the (supervisory privacy) Dutch Data Protection Authority on the basis of the applicable privacy legislation.

Would you like more information?

If you have any questions, would like to submit a request or would like more information regarding this Privacy Statement, please contact A&L's legal department via privacy@alanluca.nl.

The direction