

## **NOORDZIJ PARTNERS B.V. PRIVACY STATEMENT**

### **CLIENTS**

Noordzij Partners B.V. greatly values your privacy. That is why we believe it is important to tell you the details of our privacy policy.

In this privacy statement we clarify which data we process when and for what purpose. The personal data that you issue to us is always stored on secure servers and is not accessible to third parties.

#### **Personal data that we process**

Personal data is data which can be directly or indirectly traced back to you as a person, for example your name and address details. Our basic principle is that we never collect and process any more personal data about you than is strictly necessary.

The personal data that we process about you is limited to personal data that is necessary within the framework of the execution of the agreement with you. It consists of contact details about you or your organisation and its contact persons and the personal data we obtain from you within the framework of the assignment you have issued.

#### **Why Noordzij Partners B.V. needs your personal data**

We process your personal data for various purposes. For example, we need your personal data to execute the agreement in which you commissioned us to provide services. We also use your personal data to update you on developments which are important for you.

We also need your personal data to fulfil our legal obligations. This means, for example, statutory regulations relating to the structure of our business operations. In addition we need your personal data to keep proper administrative records.

#### **Who processes your personal data**

Noordzij Partners B.V., established at Paulus Potterstraat 20 in (1071 DA) Amsterdam, is responsible for collecting and processing your personal data.

#### **Issuing your personal data to third parties**

Your personal data is forwarded to third parties if this is necessary for the execution of the agreement in which you commissioned us to provide services, if we have a legal obligation to do so, or in instances in which we use an external service provider during the execution of our work. If required we will conclude a data processing agreement.

Your data will be forwarded as necessary to third parties located outside the EU, if this is part of our agreement with you. This may be the case, for example, if you ask us to assist with the registration of intellectual property rights outside the EU.

#### The rights you have in relation to your personal data

You have the right to inspect your personal data which we process, but you also have the right to be forgotten and to have your personal data altered, transferred, or deleted. You can object to the (further) processing of your personal data. Lastly you can ask us to restrict the processing of your personal data.

If you want to inspect the personal data we have recorded about you, or if you want to alter data because it is incorrect or incomplete, or you want to have it deleted or transferred, you can send us an email via [office@noordzijpartners.nl](mailto:office@noordzijpartners.nl) and we will inform you as soon as possible and by no later than within four weeks regarding which personal data we have processed and whether we will, or can, meet your request to delete, alter or transfer.

If you have any complaints about our data processing, please contact us via [office@noordzijpartners.nl](mailto:office@noordzijpartners.nl) or +31(20)305 02 20. We would also like to point out that you can submit a complaint to the Dutch supervisory body, the Dutch Data Protection Authority [Autoriteit Persoonsgegevens].

#### The length of time that Noordzij Partners B.V. keeps your personal data

All personal data that you provide us with will not be stored any longer than necessary for the purpose for which it was collected. In any event, we will store the personal data you provided as long as necessary for carrying out your assignment and to process any possible claims. Certain personal data is subject to a statutory retention period. For example, we have a legal duty to retain fiscal data for at least seven years. We keep any invoices we send to you for this period.

#### Amendments

This privacy policy may be amended from time to time if there is cause to do so. The most recent version of this privacy statement can be found on our website.

#### Contact

If you have any questions regarding our data processing, please submit them to [office@noordzijpartners.nl](mailto:office@noordzijpartners.nl) or contact us via +31(20)305 02 20.