

## Privacy notice

*TTT-Group B.V. and its subsidiaries (hereafter referred to as: "TTT-Group" or "we" or "us") performs tax advisory & compliance services. Our services may be requested directly by yourself, your family member(s), your employer or any other parties or persons. Typical services for which we need your personal data include preparation of (Dutch) income tax returns, applications 30% ruling, A1-statement and allowances, foreign forms and tax advisory services. We solely collect and use your personal data to the extent needed for providing our services.*

### About this privacy note

For the purposes of data protection law, we qualify as a data controller. As such, we are responsible for ensuring that we use your personal data in compliance with data protection law. This privacy note applies if you are our client or if we provide services to a client of us that may share your personal data with us, e.g. your employer. This note sets out the basis on which your personal data is processed by us. This note is governed by the laws of The Netherlands, any disputes are to be brought upon the competent Dutch court.

### Collection and use of Personal Data

When performing our services, we may collect and process personal data from you, including Information that you provide to us or to one of our subsidiaries or that was provided to us (for instance by your employer or partner). This includes information about you or others by filling in forms or by communicating with us, whether face-to-face, by phone, e-mail or by other means. This information may include (not exhaustive): your full name, date of birth, nationality, gender, race, ethnic origin, education and qualification details, marital status, political or religious affiliation, home address, home and mobile telephone number, e-mail address, data of next of kin, bank / savings account details, pension details, information on your wealth position and investments, date of hire, job position, employment conditions and remuneration details, information passport, work and/or resident permit, health information, vehicle details, tax and social security and other personal numbers, photographs.

To the extent that you provided data from next of kin (e.g. partner and children) it is assumed that you have explicitly informed them and that we are also authorized by them for the performance of our services.

Your personal data will not be kept by us longer than necessary for the purpose for which they were collected or for the performance of legal requirements.

We will only transfer your personal data to others (third parties) if this is required by law or if this is really necessary in order to perform the work, such as our network partners (bound to a confidentiality agreement with us) and (Dutch or foreign) tax and social security authorities.

### Your rights

If your personal data are processed by us, you can exercise the rights set out below. You can do so by requesting this (preferably in writing) via the contact information provided below. Kindly note that in certain circumstances there may be a legal basis preventing us from meeting any such request.

**Right of access:** you can ask us which personal data we process, its purpose and how long your data is kept.

**Right to rectification:** you can request that we rectify your personal data if it is inaccurate or incomplete.

**Right to 'to be forgotten':** you may request that we erase your personal data in certain circumstances.

**Right to restriction of processing:** you can object to, and request that we restrict, our processing of your personal data in certain circumstances.

**Right to data portability:** in some circumstances, you can receive some personal data and/or request that we transmit data to a third party where this is technically feasible provided the personal data was provided by you.

### Final note

If you would like more information on the collection, use, disclosure, transfer or processing of your personal data or the exercise of any of your related rights, please contact [dennis.reins@ttt-group.com](mailto:dennis.reins@ttt-group.com) and/or [lena.witvliet@ttt-group.com](mailto:lena.witvliet@ttt-group.com).

You can find more information about your rights by contacting the Dutch Data Protection Authority (Autoriteit Persoonsgegevens). You also have the right to file a complaint regarding the use of your personal data with them: Autoriteit Persoonsgegevens, Postbus 93374, 2509 AJ DEN HAAG. Please check the website [www.autoriteitpersoonsgegevens.nl](http://www.autoriteitpersoonsgegevens.nl) for more information