

## Privacy and Cookie Statement

July 7, 2018, Version 1.0

Via [www.novio.tax](http://www.novio.tax) (hereinafter: the website), personal data will be collected and cookies will be placed. Privacy is of great importance to NovioTax. We therefore comply with all applicable privacy legislation. This means that your data is safe with us and that we always use it properly. You can read exactly how we do so below, along with what personal data we collect about you and for what purposes.

### Use of personal data

By using our website, we obtain certain data from you. This may include personal data. We only save and use personal data provided directly by you for the purpose of the service requested by you (for example, using the contact form), or if it is clear at the time of submission that such data will be provided to us for processing. We will not use your personal data for any other purpose, unless you have given us your prior consent or we are permitted or required to do so by law or the agreement.

In order to provide you with the best possible service, it is necessary for NovioTax to save your personal data in certain cases. NovioTax uses your personal data for the following purposes:

- granting access to our website and the security thereof;
- contacting you if you so request;
- providing access to our account environment;
- executing our services, associated agreements and transactions;
- sending out our newsletter if you have subscribed to it;
- where necessary, identifying any illegal conduct relating NovioTax, its business relations and its employees;
- with the help of cookies:
  - making use of our website's functionalities;
  - obtaining insight into the use of our website;

### Contact form

You can use the contact form to ask us questions or submit requests. In so doing, you will need to fill in your name, telephone number and email address, and write a message. We will retain this until we have contacted you and answered your question.

### Newsletter

In order to send out our newsletter, we will process your name, gender and email address. We will only send you newsletters if you give us permission to do so. We will retain the data we process for this purpose until you unsubscribe from the newsletter or for no longer than one year after we last sent you a newsletter.

## Service

We offer various forms of service. A general overview of these service forms, the data we process for these purposes and the retention periods we observe can be found below. Please note that because we may reach separate agreements with you, deviations from this privacy and cookie statement could arise. Do not hesitate to contact us if you have any specific questions in this regard.

## Consultancy services

We offer a variety of topics and matters on which we can advise you. The data we receive from you for such purposes can therefore vary greatly. We process the data we receive from you for this purpose solely for the purpose of providing sound legal advice, and will in principle retain this data for two years after you cease to be a client of ours. That is, unless we need this information for a longer period of time in the context of an ongoing legal procedure or we have reached different agreements with you in this regard.

## Tax returns

In order to take care of your tax returns, we process your name and address details, contact details, salary details, company details, VAT number, social security number and all other financially relevant information. We do so in order to execute the agreement concluded with you. In principle, we will retain this information for two years after you cease to be a client of ours, unless we need this information for a longer period of time in the context of an ongoing legal procedure or we have reached different agreements with you in this regard.

## Retention periods

We do not retain your personal data for longer than strictly necessary to achieve the purposes stated in this privacy and cookie statement.

## Confidentiality & disclosure to third parties

We treat your personal data confidentially. The personal data we collect will not be disclosed to third parties for their direct marketing purposes. We will only disclose your personal data to other companies or institutions if this is necessary in the context of executing the agreement (such as the Tax Authorities), if we have obtained your consent or if we are legally obliged to do so.

In providing our services, we cooperate with:

- external ICT service providers;
- our administration office;
- the parties that deliver cookies, as listed below.

We have signed a processing agreement with these companies to ensure that they handle your data with due care.

## Cookies

Cookies are used on this website to answer questions after filling out the contact form as well as with respect to navigation within our website. Cookies are small data files that can be automatically saved on or read from your device (including a PC, tablet or smartphone) when visiting a website. This is done by the web browser on the device. The information that a cookie obtains about your use of the website may be transferred to the company's own secure servers of NovioTax or those of a third party.

On our website, cookies are used for:

- making the functionalities of the website available and for protecting the website (*technical or functional cookies*);
- analysing the use of the website and, on this basis, improving the website (*analytical cookies*);

## Technical or functional cookies

The main purpose of cookies is to save you time and effort. For example, if you customise a web page in accordance with your preferences or navigate a website, cookies remember the settings and preferences you have chosen for future use. When you visit the website again later, the previously entered data can be retrieved by the cookies, making it easy for you to use the website's potential in the previously defined manner.

## Analytical cookies

In addition, cookies are used on this website to track statistics so that we can gain insight into the use of our website and the effectiveness of our campaigns. We use the following analytical cookies: Google Analytics (<https://policies.google.com/privacy?hl=nl&gl=nl>)

## Enabling and disabling cookies

You can set your browser to only accept saving cookies based on providing your consent. Please refer to your browser's instruction manual for more information. Please note that lots of websites do not work optimally if cookies are disabled.

## Removal of cookies

Most cookies have an expiry date. This means that they expire automatically after a certain period of time and no longer record data from your visit to the site. You can also choose to manually delete cookies before the expiry date. Please refer to your browser's instruction manual for more information.

## Data security

NovioTax follows careful security procedures for the protection of the data processed to prevent, amongst other things, unauthorised parties from gaining access to such data unintentionally. In this manner, we ensure that only the necessary parties gain access to your data and that access to your personal data is protected. In any case, we use a TLS connection for this purpose.

## Links to other third-party websites

Our website pages contain links to other websites. This privacy and cookie statement does not apply to third-party websites linked to our website. We cannot guarantee that these third parties will handle your personal data in a reliable and/or secure manner. We therefore advise you to read the privacy policies of these websites before using them.

## Your legal rights

If you have any questions or would like to know what personal data we have saved about you, you can always contact us. You can do so using the contact form, by sending us an email at [info@noviotax.com](mailto:info@noviotax.com) or by contacting us at 024-3529690 from Monday to Friday, between 9:00 and 17:00 hours.

You enjoy the following rights:

- getting an explanation of what personal data we have about you and for what purposes;
- gaining access to the precise personal data we have about you;
- having errors corrected;
- having outdated personal data deleted;
- withdrawing consent;
- objecting to a particular form of use;
- transferability of data.

Please ensure that you always clearly indicate who you are, so that we can ensure that we do not adjust or delete any data pertaining to the wrong person.

## **Changes to this privacy and cookie statement**

We reserve the right to amend this privacy and cookie statement. Changes will be published on our website. You are therefore advised to regularly consult this statement to keep informed of possible changes.

## **Submitting a complaint**

We would of course be happy to help you further if you have any complaints about the processing of your personal data. Pursuant to privacy legislation, you also enjoy the right to submit a complaint to the Personal Data Authority about how we process your personal data. You can do so by contacting the Personal Data Authority [here](#).

## **Contact details**

If you have any questions or would like to know what information we retain about you, please contact us using the contact details below:

*NovioTax  
Jonkerbosplein 52  
6534AB Nijmegen  
Chamber of Commerce number 65951654  
E-mail: [info@noviotax.com](mailto:info@noviotax.com)  
Telephone number: 024-3529690*