

# PRIVACY STATEMENT

**JAN© processes your personal data because you use our website, our services and/or because you or your employer provides us with such data.**

## Contact details

### **JAN© Accountants and Business Consultants**

Waterlandlaan 96

1441 MR Purmerend

Telephone number: +31 (0)88 2202200

Email address: [communicatie@jan.nl](mailto:communicatie@jan.nl)

Chamber of Commerce: 34099996

## Personal data that we process

First name and surname } Address details } Telephone number } Email address } Bank account number } Nationality } Identification details } Sex } Date of birth } Place of birth } your CV } List of customer's contact details via an app } IP address } Internet browser and type of device

## Special personal data that we process

JAN© processes the following special personal data: Citizen Service Number (*Burgerservicenummer*, BSN) } Data concerning health } Data concerning persons below the age of 16: exclusively with the consent of the parents or guardian.

## JAN© processes personal data for the following purposes

To be able to provide our work and services; } to make payments; } to send you our newsletter; } to be able to call you if necessary for the provision of our services; } to inform you of changes to our services and products; } to offer you the possibility to create an account; } to deliver services to you; } if we are legally obligated to do so.

If you leave us your name, address and telephone details via the website on a voluntary basis, these data will only be used to communicate with you.

JAN© will only process personal data in the manner described above and if necessary to perform an agreement, to satisfy a legal obligation, to promote any justified interests, or with your consent. After you have given your consent, you can withdraw it at any time.

### **How long we retain data**

JAN© will not retain your personal data any longer than necessary for the provision of services or for the purposes for which your data are processed, unless a longer retention period is required by law.

### **Sharing data with others**

JAN© will only share your personal data with third parties if this is necessary to perform the agreement or to satisfy any legal obligation, or with your express consent. After you have given your consent, you can withdraw it at any time.

We enter into a data processing agreement with third parties that process your data on our instructions, in order to ensure that they handle your data with the same level of security and confidentiality that we apply. JAN© remains responsible for such processing.

### **Monitoring website traffic - cookies**

JAN© uses functional and analytical cookies. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies we use are necessary to ensure the technical operation of our website and your ease of use. They ensure that the website works as it should. In addition, cookies allow us to optimise our website. These cookies do not affect your privacy.

You can deactivate cookies by configuring your Internet browser so that it will not save cookies. You can also delete all information stored earlier via your browser configuration.

### **Access, rectification or deletion of data**

You have the right to access, rectify or delete your personal data. Please send your request for access, rectification or deletion to [info@jan.nl](mailto:info@jan.nl). To ensure that you are the one who made the request for access, please send a copy of an identity document with the request. In this copy, please redact the passport photograph, the MRZ (machine readable zone, the bar with numbers at the bottom of the passport), the passport number and your Citizen Service Number (BSN). This is to protect your privacy. JAN© will respond to your request as soon as possible, but within four weeks.

### **Security**

JAN© takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorised access, undesired disclosure and unauthorised changes. Personal data are stored in a secure environment, access to which is secured. The data can only be accessed by authorised persons. However, if you believe that your data are not properly secured or if there are indications of misuse, please contact us at [info@jan.nl](mailto:info@jan.nl).

### **Complaints, questions or comments**

If you have any complaints about the processing of personal data, or any questions or comments regarding this privacy statement, please contact JAN© at the address, telephone number or email address given above. In addition, you can file a complaint with the Dutch Data Protection Authority ([www.autoriteitpersoonsgegevens.nl/en](http://www.autoriteitpersoonsgegevens.nl/en)) at any time.

### **Amendments**

JAN© reserves the right to amend this privacy statement. We therefore advise you to check the website regularly. The date of the last amendment was 20 June 2018.