

**PRIVACY POLICY
CONSILIO TAX & LAW**

In its activities, Consilio Tax & Law has to comply with legal obligations and in some cases to act independently, which means that the shape of the privacy law position of Consilio Tax & Law has a number of special features. In this way, Consilio Tax & Law can fulfil both the role of processor and controller.

1. POSITION OF CONSILIO TAX & LAW

Consilio Tax & Law acts as a data controller if:

- you are a private customer;
- Consilio Tax & Law processes personal data in the context of (activities for) a legal obligation;
- Consilio Tax & Law processes personal data for activities where it is required to act independently;
- the processing of personal data is not the primary task but results from it.

In all other cases, Consilio Tax & Law acts as processor. In that case, you determine how and why we may process personal data concerning you and your employees.

2. PARTICULARITIES AS A CONTROLLER

With regard to the processing operations for which Consilio Tax & Law acts as controller, it must inform data subjects.

As the data controller, Consilio Tax & Law will assess data breaches and, where necessary, report them. In this respect, Consilio Tax & Law follows the standard procedure in accordance with the applicable privacy legislation.

3. CONSILIO TAX & LAW AS PROCESSOR

For processing operations for which Consilio Tax & Law acts as processor, the attached processing agreement in Appendix 1 applies.

4. CONSILIO TAX & LAW AS DATA CONTROLLER

For processing operations for which Consilio Tax & Law acts as controller, Annex 2 'Consilio Tax & Law as controller' applies.

ANNEX 1: CONSILIO TAX & LAW AS PROCESSOR

1. GENERAL

For the purposes of this Data Processing Agreement, the following definitions apply:

General:	the General Terms and Conditions of the Processor, which apply in full to every agreement between the Processor and the Controller and of which General Terms and Conditions this Data Processing Agreement is an inseparable part.
Client:	the natural or legal person who has instructed the Processor to perform the Work, also the Controller.
Agreement:	any agreement between the Client and the Processor to perform Activities by the Processor on behalf of the Client, in accordance with the provisions of the order confirmation.
Personal data:	the categories of personal data as described in Annex 1.
Processor:	the partnership Consilio Tax & Law, with its registered office at (6211 TC) Maastricht, Keizer Karelplein 8C.
Processing- Responsible:	the Client who, as a natural person or legal entity, has instructed the Processor to perform the Work.
Work:	all work for which an order has been given, or which is performed by the Processor for any other reason. The foregoing applies in the broadest sense of the word and in any case includes the activities as stated in the order confirmation.

2. APPLICABILITY OF THE DATA PROCESSING AGREEMENT

This Data Processing Agreement applies to all Personal Data that are processed by the Processor for the Client in the context of the performance of the Agreement with the Client, as well as to all Activities arising from the Agreement for the Processor and the Personal Data to be processed in that context.

The Controller is responsible for the processing of the Personal Data relating to certain categories of data subjects, as described in Annex 1.

In the performance of the Agreement, the Processor processes certain personal data on behalf of the Controller.

This is a processing agreement within the meaning of Article 28(3) of the General Data Protection Regulation (GDPR), which regulates the rights and obligations with regard to the

processing of personal data, including with regard to security. This Data Processing Agreement is binding on the Processor vis-à-vis the Controller.

This Data Processing Agreement, like the General Terms and Conditions of the Processor, forms part of the Agreement and all future agreements between the parties. In view of its position and function as administrator, the Processor may act as a controller in the performance of the assignment. If the Processor acts as a controller, this Data Processing Agreement does not apply. In that case, Annex 2 shall apply.

3. SCOPE OF THE DATA PROCESSING AGREEMENT

By giving the order to perform the Work, the Controller has instructed the Processor to process the Personal Data on behalf of the Controller in the manner described in Annex 1 in accordance with the provisions of this processing agreement.

The Processor shall only process the Personal Data in accordance with this Data Processing Agreement, in particular with what is included in Annex 1. The Processor confirms that it will not process the Personal Data for other purposes. The control over the Personal Data will never rest with the Processor. The Controller retains control over the purpose and means of the processing of the Personal Data. The Controller may issue additional, written instructions to the Processor due to adjustments or changes in the applicable regulations in the field of personal data protection.

4. PROVIDING ACCURATE PERSONAL DATA

The Controller shall take the necessary measures to ensure that personal data, in view of the purposes for which they are processed, are correct and accurate and as such are also provided to the Processor.

5. SECRECY

The Processor and the persons who are employed by the Processor or perform work for the Processor, insofar as these persons have access to personal data, will only process the Personal Data on behalf of the Controller, subject to deviating legal obligations. The Processor and the persons employed by or performing work for the Processor, insofar as these persons have access to personal data, are obliged to maintain the confidentiality of the personal data of which they become aware, unless they are obliged to disclose by law or the need to disclose arises from a task.

6. NO FURTHER DISCLOSURE

The Processor will not share or provide the Personal Data with third parties, unless the Processor has obtained prior, written permission or instruction from the Controller or is obliged to do so on the basis of mandatory legislation. If the Processor is obliged by mandatory law to share or provide the Personal Data with third parties, the Processor will inform the Controller of this in writing, unless this is not permitted.

7. SECURITY MEASURES

Taking into account the state of the art, the costs of implementation, as well as the nature, scope, context and purposes of processing and the risks to the rights and freedoms of individuals that vary in likelihood and severity, the Processor shall take appropriate technical and organisational measures to ensure a level of security appropriate to the risk. The security measures currently in place are listed in Annex 2.

The Processor shall take measures to prevent unnecessary collection and further processing of personal data.

The Personal Data will be stored and processed within the European Economic Area (hereinafter EEA). If Personal Data must be exchanged for the proper execution of the Agreement outside the EEA, this will be done on the basis of adequacy decisions or appropriate safeguards in accordance with Article 45, 46 of the GDPR.

8. COMPLIANCE MONITORING

The Processor shall provide the Controller with information about the Processing of the Personal Data by the Processor or Sub-processors at the request of the Controller and on its behalf. The Processor shall provide the requested information as soon as possible, but no later than five working days. Once a year and at its own expense, the Controller has the right to have an independent third party jointly designated by the Controller and the Processor carry out an inspection to verify whether the Processor complies with its obligations under the GDPR and this Data Processing Agreement. The Processor shall provide all reasonably necessary cooperation in this regard. The Processor has the right to charge the Controller for its costs associated with the inspection.

In the context of its obligation under paragraph 1 of this article, the Processor shall in any event notify the Controller or a third party engaged by the Controller for this purpose:

- provide all relevant information and documents;
- provide access to all relevant premises, information systems and Personal Data.

The Controller and the Processor will consult with each other as soon as possible after the report has been completed in order to address any risks and shortcomings. The Processor shall take measures at the expense of the Controller to bring the identified risks and shortcomings to an acceptable level for the Controller, unless the parties have agreed otherwise in writing.

9. DATA BREACH

As soon as possible after the Processor becomes aware of an incident or data breach that (also) relates to the Personal Data, the Processor shall inform the Controller thereof via the contact details of the Controller known to the Processor and the Processor shall provide information about: the nature of the incident or data breach, the Personal Data affected, the identified and expected consequences of the incident or data breach on the Personal Data and the measures that the Processor has taken and will take. The Processor will support the Controller in reporting to data subjects and/or authorities.

10. SUB-PROCESSORS

The Client hereby gives permission for the Processor to engage the sub-processor(s) listed in Annex 1. The Contractor will immediately inform the Client when an agreement with a sub-processor has been terminated. The Processor informs the Controller of its intention to engage sub-processors other than those listed in Annex 1. The Processor gives the Controller a period of 7 working days to object to the engagement of the sub-processor. The Processor will only engage the sub-processor if the period of 7 days has expired without the Controller having objected, or if the Controller has indicated that it does not object to the engagement of the sub-processor. The Processor shall ensure that the sub-processor is subject to this Data Processing Agreement or to a sub-processor agreement that contains the same obligations as this Data Processing Agreement.

11. OBLIGATIONS AND RIGHTS OF DATA SUBJECTS TO COOPERATE

Upon request, the Processor will cooperate with the Controller in the event of a complaint, question or request from a data subject, or investigations or inspections by the Dutch Data Protection Authority. The Processor shall assist the Controller at the Controller's request and on its behalf in carrying out a data protection impact assessment. If the Processor receives a request for access, correction or deletion of his or her Personal Data directly from a data subject, the Processor shall inform the Controller of the receipt of the request within two working days. The Processor shall carry out all instructions given in writing by the Controller to the Processor as a result of such a request from the Data Subject as soon as possible. The Processor shall take the necessary appropriate technical and organizational measures necessary to comply with such instructions from the Controller. If instructions from the Controller to the Processor conflict with any statutory provisions regarding data protection,

the Processor will report this to the Controller. Costs arising from requests for access by Data Subject(s), investigations, audits or seizures by the Dutch Data Protection Authority or another supervisory authority with regard to Personal Data will be borne by the Controller.

12. DURATION, TERMINATION, RETENTION PERIODS AND DELETION

This Data Processing Agreement is valid for as long as the Processor has been instructed by the Controller to process Personal Data on the basis of the Agreement between the Controller and the Processor. As long as Activities are performed by the Processor on behalf of the Controller, this Data Processing Agreement applies to the relationship. Controller is responsible for determining the retention periods with respect to the Personal Data. The Processor does not store data longer than required by law. If, after termination of the Agreement, the Processor is required by law to retain certain Personal Data and/or documents, computer disks or other data carriers on or in which Personal Data are contained for a (legal) period of time, the Processor shall ensure the destruction of these Personal Data or documents, computer disks or other data carriers within a reasonable period of time after the expiry of the (statutory) retention period. Upon termination of the Agreement between the Controller and the Processor, the Controller may, within two months after termination of the Agreement, request the Processor to return all documents, computer disks and other data carriers on or in which Personal Data are located to the Controller, at the expense of the Controller. In the event of a return, the Processor will provide the Personal Data in the form as available at the Processor. To the extent that the Personal Data is contained in a computer system or in any other form as a result of which the Personal Data cannot reasonably be provided to the Controller, the Processor shall provide the Controller with an accessible, readable copy of the Personal Data. After the expiry of this period, the Processor will proceed to the final destruction of the Personal Data, unless the Processor is obliged to store the Personal Data on the basis of laws and regulations.

At the request of the Controller, the Processor shall declare that the deletion referred to in the previous paragraph has taken place. Without prejudice to the other provisions of this Article 12, the Processor shall neither retain nor use any Personal Data after termination of the Agreement.

13. VANITY

If one or more provisions of this data processing agreement are null and void or are annulled, the other terms and conditions remain fully applicable. If any provision of this data processing agreement is not legally valid, the parties will negotiate the content of a new provision, which provision will be as close as possible to the content of the original provision.

14. APPLICABLE LAW AND CHOICE OF FORUM

This data processing agreement is governed by Dutch law. All disputes in connection with the Data Processing Agreement or its execution will be submitted to the competent court.

ANNEX 1

PERSONAL DATA

The Controller allows the Processor to process the following personal data, among others, by the Processor in the context of the Agreement agreed with the Controller:

- (1) N.a.w. data
- (2) Contact details (telephone number, e-mail address, etc.)
- (3) Payment details
- (4) Date of birth
- (5) Marital status and date of cohabitation or marriage
- (6) Name and address details of family members
- (7) Occupation
- (8) Data ID (in connection with the AML and payroll administration)
- (9) Financial data (bank account number, debts, invoices)
- (10) Pension data / partner data / employment
- (11) Salary data
- (12) BSN/RSIN

(13) VAT number

PURPOSES

The Processor will process the personal data for the following purposes in accordance with the Agreement

APPENDIX 2: CONSILIO TAX & LAW AS DATA CONTROLLER

1. PRIVACY STATEMENT

Careful handling of personal data is of great importance to the Controller, the partnership Consilio Tax & Law, with its registered office and principal place of business at (6211 TC) Maastricht, at Keizer Karelplein 8C. Personal data is therefore carefully processed and secured. In doing so, we comply with the laws and regulations in the field of personal data protection. Our business activities take place in the Netherlands and we store our data on servers in the European Economic Area (EEA). If personal data must be exchanged for the proper execution of the Agreement outside the EEA, this will be done on the basis of adequacy decisions or appropriate safeguards in accordance with the GDPR.

2. GENERAL

The services that you purchase from Consilio Tax & Law via electronic means or by giving an assignment to Consilio Tax & Law constitute the "Service". The use of our websites and contact options is subject to a separate privacy statement, which you can consult on the relevant website. Consilio Tax & Law is the controller for the processing of your personal data as soon as Consilio Tax & Law itself determines the purposes and means of the processing. For example, when Consilio Tax & Law is responsible for compliance with legal requirements or when Consilio Tax & Law acts independently. For the provision of services in which you, as the client, determine the purpose and means for the processing of the personal data, Consilio Tax & Law is to be regarded as a processor, unless you purchase the Service as a private customer.

This privacy statement only covers the processing operations relating to the Service for which Consilio Tax & Law itself determines the purpose and means and is therefore to be regarded as the controller and when you purchase the Service as a private customer. If Consilio Tax & Law is a processor, and you are the customer controller, Appendix 1 'Data

Processing Agreement' applies. Consilio Tax & Law may amend the provisions of this privacy statement. If we do, we will let you know.

3. LEGAL BASES AND PURPOSES FOR PROCESSING YOUR PERSONAL DATA

The purpose of the overview is to give you an idea at a glance of the data that we can reasonably process about you in the context of our services, in which Consilio Tax & Law can be regarded as the controller. Consilio Tax & Law only processes personal data for specific purposes that have a lawful basis in accordance with privacy legislation. Consilio Tax & Law uses the following legal bases and purposes for the processing of personal data:

3.1 PROCESSING NECESSARY FOR THE PERFORMANCE OF A CONTRACT AND THE SERVICE

3.1.1 Tax returns and consultancy activities

If you, as a private client, have a tax return prepared by Consilio Tax & Law, provide tax advice and/or have agreements drawn up, we can reasonably process the following data about you.

- contact details (e.g. name, address, place of residence, telephone number, e-mail address);
- financial data; -Date of birth
- Children's data (first name, date of birth, study)
- salary data (payslip); -BSN; - license plate data;
- nationality;
- Payment details (bank account number).

To take care of your tax return, Consilio Tax & Law uses an online tax package as a processor. To approve your tax return, Consilio Tax & Law uses an online client portal, the Consilio Tax & Law client portal. Depending on that service, data can be shared with the tax authorities (tax returns) and, if applicable, with the Land Registry, the applicable insurance company and/or bank and any parties indicated by you.

3.1.2 Pension advice

If you are a private client of Consilio Tax & Law pension advice, the following data may reasonably be processed about you:

- contact details (e.g. name, address, place of residence, telephone number, e-mail address);
- business and private financial data (capital and income position);
- Date of birth;
- marital status and date of cohabitation or marriage;

- profession;
- salary data;
- BSN;
- training data;
- health data;
- Name and address details of family members.

Your health data is only required for advice on disability insurance and term life insurance. On the basis of Article 30 of the General Data Protection Regulation (UAVG), the processing of this health data by Consilio Tax & Law is permitted. For this purpose, Consilio Tax & Law may use a pension calculation processor for advice and mediation in financial products. Data may be shared with parties specified by you.

3.1.3 Corporate Finance, Mergers and Acquisitions

If you, as a business customer, private customer and/or potential buyer or seller, are involved in the purchase or sale of a company, assistance with a financing application or advice in this regard and the execution of a valuation by Consilio Tax & Law, the following data may be processed about you:

- contact details (e.g. telephone number, email address);
- name, address, place of residence;
- Date of birth;
- financial data.

This data can be shared partly and anonymously with other stakeholders for a certain period of time, whereby in the event of due diligence (due diligence), an online data room is often used as a processor. Data may also be shared with parties of your own choosing.

3.1.4 Accountancy assignments

Due to legal obligations and the fact that in some cases the auditor must act independently, Consilio Tax & Law is the data controller for the following activities:

- assignments to audit historical financial information (such as, among other things, financial statements and interim figures);
- assignments to review historical financial information (such as, among other things, the financial statements and interim financial statements);
- assurance engagements other than audit or review engagements of historical financial information (such as, inter alia,
- Borrowing Statements, Exemption from Publication Obligation and Grant Statements);

- assurance-related assignments are compilation assignments (such as the financial statements, interim figures, forecasts and credit reports, among others);
- Other assignments are transaction-related services (such as due diligence investigations and valuations, among others).

During the execution of such assignments, the following data may be processed, among others:

- contact details (e.g. name, address, place of residence, telephone number, e-mail address);
- financial data;
- license plate data;
- VAT number;
- BSN;
- salary data;
- pension data.

In addition to the data of you as a business client, the data may also concern data of employees. Such data is necessary for the execution of the assignment.

For the approval and/or provision of documents such as the annual accounts, Consilio Tax & Law uses a processor, the Consilio Tax & Law customer portal. Depending on that service, data may be shared with the tax authorities and, if applicable, with banks, notaries, chambers of commerce and possibly other parties designated by you.

3.1.5. Mediation assignments/activities

When you, as a private or business client of Consilio Tax & Law, give an assignment to one of our mediators, the following data, among others, about you and the other party(s) in your case may be processed:

- contact details (e.g. name, address, place of residence, telephone number, e-mail address);
- marital status (cohabitation, marriage, registered partnership, prenuptial agreement, partnership agreement);
- children's data (e.g. name, dates of birth, study);
- financial data (e.g. salary data, payslips, annual statements, taxes, mortgages, loans, bank details);
- pension statements;
- BSN.

Consilio Tax & Law, our mediators, use the personal data you have provided in the context of a mediation assignment. Because sensitive and/or special personal data may be processed during the mediation process (and this is not always clear in advance), we ask for your permission to process your personal data. You give this consent by signing the mediation agreement. If you do not give this consent, you will unfortunately not be able to use the services of the mediator, because the mediator will not be able to perform the services without processing personal data relevant to the file.

You have the right to withdraw your consent. In that case, the mediator will no longer be allowed to process your data. The mediator will no longer be able to provide services for you from the moment of withdrawal of consent, and will then have to close the mediation file immediately.

If you, or another party involved in a mediation, file a complaint against one of our mediators that relates to the handling of a mediation file containing your personal data, your personal data may be provided to the Stichting Mediatorsfederatie Nederland (MfN) and/or to the Foundation for Mediation Disciplinary Proceedings (STM). Your data will be treated confidentially by both authorities.

3.2 PROCESSING NECESSARY TO COMPLY WITH A LEGAL OBLIGATION

3.2.1 Establishing your identity

Consilio Tax & Law is required by law to verify your identity. Among other things, the following data about you may be processed:

- first name, last name, gender;
- Date of birth;
- Address;
- details of your identity document.

Consilio Tax & Law is obliged to keep this data for at least 5 years after the end of the business relationship.

3.2.2 Keeping internal records

Consilio Tax & Law has a legal obligation to keep internal records. Among other things, the following data may be processed:

- contact details (e.g. name, address, place of residence, telephone number, e-mail address);
- VAT number.

Consilio Tax & Law is obliged to keep this data for at least 7 years in accordance with the tax retention obligation.

Consilio Tax & Law shares data with the tax authorities because of the obligation to file a tax return.

Consilio Tax & Law is the data controller in the prevention or investigation of actual or potential fraud, burglary, infringement or other misconduct relating to our Service or website.

If you are not willing to provide the personal data that we process for these purposes or do not want us to process this data, this may result in you no longer being able and allowed to use the Service. We may also block or restrict your access to the Service. In addition, we may terminate the agreement or use of the Service. The option to terminate the Service is also set out in our terms and conditions. The reason for this is that we collect this data because we need this data to comply with our legal obligations.

3.3 PROCESSING NECESSARY FOR THE PURPOSES OF CONSILIO TAX & LAW'S LEGITIMATE INTERESTS

Consilio Tax & Law processes personal data for the following purposes, where the processing is necessary for the legitimate interests of Consilio Tax & Law:

- soliciting feedback and allowing us to develop, customize, and improve our Service, publications, and products;
- analyzing user characteristics and usage patterns to better understand how the Service is used in order to use it more effectively;
- sending you marketing and promotional materials about our products and services. For example, personal data will be used for maintaining contacts and communication with relations, including communication for marketing, relationship management and business development activities such as sending information about and invitations to (study) meetings, courses, webinars and other "events", sending newsletters and other marketing communications that may be relevant to you.

If you do not wish to receive such communications, you may notify us via info@consilio-maastricht.nl or by following the unsubscribe instructions included with each promotional email.

This does not affect our right and ability to send you Service and account-related emails or use personal data as described in this Privacy Notice. Among other things, the following data about you may be processed:

- contact details (e.g. name, address, place of residence, telephone number, e-mail address);

If you are not willing to provide the personal data that we process for these purposes or do not want us to process this data, this may result in you no longer being able to use the Service (properly). For example, we may block or restrict your access to the Service. The reason for this is that we collect this data because Consilio Tax & Law has a so-called "legitimate interest". In addition, we need the data to prevent misuse of the Service or to prevent security incidents.

4. HOW LONG DO WE KEEP PERSONAL DATA?

Consilio Tax & Law does not store personal data any longer than is necessary to achieve the purposes for which the data are processed. Unless we are required by law and/or regulations to retain your personal data for a certain period of time or unless otherwise stated in this privacy statement, the starting point is that your personal data will be stored in accordance with the tax retention obligation of at least 7 years.

In principle, Consilio Tax & Law will keep the mediation file and the personal data contained therein for twenty years after the file has been closed, in connection with the maximum limitation period. In exceptional cases, we keep a file for more than twenty years, for example if the limitation period is interrupted or if the mediator is of the opinion that there is another legitimate interest in keeping the file longer.

5. SHARING YOUR PERSONAL DATA

As a client, you can purchase multiple services from Consilio Tax & Law. If this is the case, we can reuse your data internally to prevent duplicate or incorrect data. The longest applicable retention periods (depending on the service) are based on periods established by law and/or regulations.

5.1 SHARING WITH PROCESSORS

We may engage third parties, such as hosting providers, to assist us in providing the Service. Those third parties may, as part of their role in providing the Service, process your personal data. In this respect, such third party is hereinafter referred to as the 'Processor'. In some cases, the Processor may collect your personal data on our behalf. We inform Processors that they may only use personal data they obtain from us to enable the provision of the Service. We are not responsible for any additional information that you provide directly to Processors or for the provision of data that you exchange on your own initiative by establishing links between Processors and other parties.

It is wise to inform yourself well about the Processor and its company before providing your personal data.

5.2 SHARING WITH YOUR CONSENT

We may also share personal data with others if you give us permission to do so. For example, we may work with other parties to provide specific services or offerings directly to you. If you sign up for these third-party services or marketing offers, we may provide your name or contact information as necessary to provide that service or contact you.

5.3 OUR LEGAL RESPONSIBILITY

We may also share personal data with third parties if:

- is reasonably necessary or appropriate to comply with obligations under the law and/or regulations;
- necessary to comply with legal requests from authorities;
- necessary to respond to any claims;
- necessary to protect the rights, property, or safety of us, our users, our employees, or the public;
- necessary to protect ourselves or our users from fraudulent, abusive, inappropriate, or unlawful use of the Service.

We will promptly notify you of any requests we receive from a public authority that relate to your personal data, unless we are not permitted to do so by law.

5.4. ANONYMISED INFORMATION

Anonymisation of information means that the information is altered in such a way that it is no longer possible to identify a natural person. Please note that such information may be shared with third parties without your consent.

6. PROTECTION OF PERSONAL DATA

We will ensure that we take appropriate technical and organizational security measures for the processing of personal data. As a client, you have the right to have Consilio Tax & Law handle your personal data with care. Consilio Tax & Law has therefore drawn up an internal security policy and privacy policy, in line with privacy legislation. This policy is implemented in agreements, rules of conduct and (security) measures.

We follow generally accepted standards for the protection of personal data, both during its transmission and once we have received the personal data.

We have put in place physical, electronic and managerial procedures designed to prevent as much as possible unauthorised access, loss or misuse of personal data.

We restrict, where reasonably possible, internal access to personal data to employees who need the information to perform their duties. Unauthorized access to or use of personal data by an employee is prohibited and constitutes grounds for disciplinary action. Our employees are bound by a confidentiality clause.

Our information management systems are configured, where reasonably possible, in such a way that employees who are not authorised to consult certain information or personal data do not, in principle, have access to that information.

You should note that our Processors are responsible for processing, managing or storing all or part of the personal data we receive. In the processing agreement that we have concluded with these Processors, we have obliged the Processors to protect your personal data.

However, we would like to point out that absolute security cannot always be guaranteed for the transmission of personal data via the Internet or the storage of personal data.

7. WHAT RIGHTS DO YOU HAVE REGARDING THE USE OF YOUR PERSONAL DATA?

As a data subject, you have a range of rights under the law that you can exercise. We will briefly explain your rights and how you can exercise them here. Please note that exercising your rights may result in you no longer being able to use or providing the Service (as defined in Section 3).

You may review, update, correct, or delete the personal data collected in the course of providing the Service. We have the right to retain your personal data in certain cases. This may be done if necessary or recommended to resolve disputes, enforce the applicable terms of use, for technical and/or legal requirements, and/or if the Service so requires. You can ask us to restrict or stop the processing of your personal data in the future. We will then comply with your request where possible.

You can ask us to transfer the personal information we process about you to someone else. However, you will need to specify which information you would like to see transferred. We will only comply with such a request if it concerns information that has been processed on the basis of Article 3.1 of this privacy statement, unless this information also contains personal data about other (natural) persons.

You have the right to lodge a complaint with the competent privacy authority in connection with our processing of personal data. For the Netherlands, this authority is the Dutch Data Protection Authority, which you can reach at <https://autoriteitpersoonsgegevens.nl>

8. SUBMISSION OF REQUESTS

You can submit a request to exercise your rights in writing or by e-mail. A written request must be dated and signed. Written and digital requests shall include at least:

- that it concerns a request in the context of "exercising the rights of the data subject under the GDPR";
- the full name and initials and address of the person concerned;
- a copy of a valid proof of identity of the person concerned (in which the BSN number and the passport photo have been made illegible);
- the indication of an e-mail address intended for correspondence purposes;
- an explanation of the request and which right you wish to exercise;
- that a request for restriction or correction indicates what changes you wish to make.

We ask for a copy of your identity document to prevent the exchange of your personal data with the wrong people. The request for access, correction, portability, deletion or restriction can be submitted by post or by e-mail: info@consilio-maastricht.nl

9. PROCESSING AND HANDLING OF REQUESTS

Consilio Tax & Law only accepts requests for which it can be regarded as a controller. If the latter is not the case, you will receive a message that the request will not be processed. In the event that Consilio Tax & Law is to be regarded as a Processor, it will forward the request to the appropriate Controller for processing. You will be notified.

If the request does not meet the conditions (see submitting requests), you will be given the opportunity to amend the request within 2 weeks. If the request is not amended within this period, you will receive a decision that the request will not be processed.

Consilio Tax & Law will provide you with information on the action taken on the request without undue delay and in any event within one month of receipt of the request.

Depending on the complexity of your request and the number of requests, this period may be extended by a further two months if necessary. Consilio Tax & Law will notify you of such an extension, if applicable, within one month of receipt of the request.