

## **PRIVACY STATEMENT –** **TIPI CONSULTANCY B.V.**

### 1. TIPI Consultancy and your privacy

TIPI Consultancy advises in the area of transfer pricing. We do this with dedication and with personal and authentic involvement. In this context, we want to communicate clearly about how TIPI Consultancy uses personal data.

### 2. Principles of the processing of your personal data

In order to provide you with the best possible service, we need certain personal data from you. We apply the following principles:

- The personal data we manage about you belongs to you, not to us;
- We check all processing of personal data against the applicable privacy legislation and against our own values;
- We do not process more personal data than strictly necessary;
- We keep your personal data very carefully and in any case as long as we are required to do so by the legally applicable retention periods;
- We handle your data with the utmost care and confidentiality;
- Your personal data will not be used for other purposes or provided to third parties, unless we are legally obliged to do so;
- We will take appropriate technical and organizational measures to protect your personal data.

### 3. Which personal data does TIPI Consultancy process?

Personal data are processed that you have provided to us yourself or with your consent by a third party such as your consultant or accountant, personal data generated during your visit to our website and the reading of newsletters and personal data that we have derived from other sources. Provided by you to TIPI Consultancy:

- Contact details and other personal data, which are necessary for the performance of the agreed services;
- Personal data that you provide to TIPI Consultancy in the context of meetings and personal data received through our website;
- Data regarding your visit to our website;
- Your surfing habits and interests. Personal data received from other sources;
- Personal data received from public online sources, such as company websites and social media platforms, such as LinkedIn;
- Personal data obtained from the Trade Register of the Chamber of Commerce or the Land Registry.

### 4. What does TIPI Consultancy use your personal data for?

We use your personal data for specifically defined purposes based on a lawful basis:

- Carrying out the agreed services;
- Communication in the context of service provision;
- Fulfilling legal obligations;
- Sending newsletters;
- For the security, use and improvement of our website;

### 5. Storage period

TIPI Consultancy will keep your personal data in any case as long as we are obliged to do so under the legally applicable retention periods, but possibly longer. If you indicate that all your personal data should be removed from our system after our services, we will implement this immediately.

#### 6. Security of your personal data

TIPI Consultancy will take appropriate technical and organizational measures to protect your personal data against loss or any form of unlawful processing. Persons who have access to your data or files on behalf of TIPI Consultancy are bound to secrecy on the basis of the rules of conduct and professional practice that apply to them. If, despite our security measures, something goes wrong and it is detrimental to you, we will inform you as soon as possible.

#### 7. Sharing of personal data

One of the principles which we apply to the processing of your personal data is that we will not provide your personal data to third parties. We will only give your personal data to others if we are legally obliged to do so or if this is necessary in order to fulfil agreements made with you or to be able to provide services to you. In other cases we will always ask for your permission first. Third parties to whom we provide your personal data are themselves responsible for compliance with the privacy legislation. In this case, TIPI Consultancy is not responsible or liable for the processing of your personal data by these third parties.

#### 8. Engaging partners

In order to provide the agreed services, we sometimes make use of carefully selected partners. If a third party processes your personal data in the capacity of processor of TIPI Consultancy and therefore acts on request and in accordance with instructions from TIPI Consultancy, TIPI Consultancy will lay down the arrangements for handling your personal data in a (processor) agreement.

#### 9. Your rights

You have the right to view the data that we hold about you. When your data is incomplete, incorrect or has been processed in violation of a legal regulation, you can request us to correct or remove your data. You also have the right to object to certain uses of your personal data. You can submit a request to this end by sending an email to [info@tipiconsultancy.nl](mailto:info@tipiconsultancy.nl). You will receive a written response to your request within four weeks. If you no longer wish to receive e-mail messages from us, you can unsubscribe by requesting us to do so by sending an e-mail to [info@tipiconsultancy.nl](mailto:info@tipiconsultancy.nl).

#### 10. Complaints

You have the right and the possibility to file a complaint about the processing of personal data by TIPI Consultancy with the Dutch Data Protection Authority.

#### 11. Application

This privacy statement is applicable to TIPI Consultancy and its affiliated companies.

## 12. Changes to the privacy statement

TIPI Consultancy reserves the right to change or update the privacy statement from time to time. Changes or additions will be made in accordance with the applicable laws and regulations. We advise you to consult the privacy statement regularly. The latest amendment is listed at the beginning of the privacy statement.