



Privacy Statement Bebotax BV

1. General

Bebotax BV (hereinafter: Bebotax) with registered office at Steenweg Deinze 124 B in 9810 Nazareth, RPR Ghent Department 0438.569.761, processes data in accordance with this privacy statement.

The privacy statement applies to all contacts between Bebotax and its customers, business relations of customers and suppliers. Bebotax attaches great importance to the protection of your personal data. In this statement, we want to provide clear and transparent information on how your personal data is collected and processed and the reasons why.

For further information, questions or remarks concerning our privacy policy, please contact Bebotax at info@bebotax.com.

2. Processing obligations

Bebotax will in all cases comply with the applicable laws and regulations, including the General Data Protection Regulation (AVG), professional secrecy, the deontology applicable to accountants and tax consultants and this privacy statement.

This means that we:

Process your personal data according to the purpose for which they were provided; these purposes and the type of personal data are described in this privacy declaration;

Process your personal data only as far as necessary or useful within the framework of the assignment given to Bebotax BV;

Asking for your explicit permission if we need this for processing your personal data;

Have taken appropriate technical and organisational measures, so that the security of your personal data is guaranteed;

Not pass on personal data to other parties, unless this is necessary for the execution of the purposes for which they were provided;

We are aware of your rights concerning your personal data, and want to point them out to you and respect them.

Bebotax is responsible for the processing of your personal data.

3. Which personal data are processed and why

As an accountancy and tax firm, Bebotax collects and processes various kinds of personal data, including identification and contact information, financial data, family data, contractual and proprietary data, career data, data relating to your social status, etc. These data relate to Bebotax customers, but also to its suppliers and to the business relations of Bebotax customers.

Amongst others, the following data may be processed by Bebotax:

- Surname and first name
- E-mail address
- Address details
- Language
- Profession
- Bank account number
- Mobile or landline phone
- IP address
- Other personal information that you provide actively, for example by creating a profile on this website, in correspondence and by telephone

Bebotax collects and processes personal data provided directly to it, but also data from public sources or data provided by business relations of customers.

Bebotax does not engage in automated data processing.

4. Processing purposes

Bebotax will process your personal data for the following purposes: fulfilling our obligations as accountant and tax consultant, providing legal and business services in the broadest sense, communicating with and informing our clientele, keeping our own administrative and financial records, managing our client and supplier database, providing a good service and properly carrying out our contractual assignment.

5. Legal basis(s) for processing

Personal data shall only be processed on the basis of:

- (a) The data subject has given consent to the processing of their personal data for one or more specific purposes (e.g. newsletters);
- (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- (c) processing is necessary for compliance with a legal obligation to which the controller is subject (e.g. retrieval of personal data via the contact form necessary for the preparation of invoices);
- (d) legitimate interest (e.g. requesting people's phone and name from the contact form in order to send them an offer)

of the General Data Protection Regulation (Regulation (EU) 2016/679).

Insofar as the processing of personal data takes place on the basis of article 6.1. a) (consent), the customer shall always have the right to withdraw the consent given.

6. Provision to third parties

We may pass on the data you provide to third parties if this is legally, deontologically or contractually necessary for the fulfilment of the purposes described above.

In case we pass on personal data to other parties, it is agreed with these parties that they will only process your personal data for the purposes and in the manner suggested by Bebotax. We will of course make the necessary arrangements to guarantee the security of your personal data. We may also share personal data with third parties only if you give us permission to do so.

Bebotax uses third party service providers:

- of e-bookkeeping software and an associated portal
- external collaborators for the performance of certain tasks or specific assignments (company auditor, notary public, enterprise office, social insurance fund, social bureau)
- staff who must comply with GDPR policy and work according to internal housekeeping rules
- Suppliers to ensure the proper management of the website and its IT system.

We do not provide personal data to parties based outside the EU.

7. Minors

We only process personal data of minors if written consent has been given by the parent, guardian or legal representative.

8. Storage period

Bebotax will not retain personal information longer than necessary for the purpose for which it was provided or as required by law.

Bebotax will keep your personal data for the entire duration of the contract and after its termination in function of the legal or in function of fiscal controls useful retention period.

Personal data concerning the identification and the copy of the supporting documents concerning our clients, the internal and external agents as well as the final beneficiaries of our clients are kept in accordance with the Law of 18 September 2017.

In accordance with Article 60 of the Law of 18 September 2017, these personal data are kept for a maximum of ten years after the end of the business relationship with the client or from the date of an occasional transaction.

The personal data of persons other than those mentioned above shall only be kept for the periods provided for in the applicable legislation such as accounting legislation, tax legislation, social legislation, except for the personal data that the firm must keep for a longer period on the basis of a specific legislation or in the event of a pending dispute for which the personal data is necessary.

9. Security

We have taken appropriate technical and organisational measures to protect your personal data against unlawful processing, such as the following measures:

All persons who can access your data on behalf of Partners in Accountancy are bound to secrecy;

We use a user name and password policy on all our computer systems;

We make back-ups of personal data in order to restore them in case of physical or technical incidents;

All our independent employees, workers are informed about the importance of the protection of personal data.

Bebotax takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised changes.

10. Right of access, rectification, deletion, restriction, objection and transfer of personal data

You have the right to access, correct or delete personal data that we have received from you. You can also object to the processing of your personal data (or part thereof) by us or one of our processors. You also have the right to have the data you have provided us with transferred to yourself or directly to another party on your behalf. We may ask you to identify yourself before we can comply with the aforementioned requests.

Should we process your personal data on the basis of permission granted by you, you always have the right to withdraw this permission.

11. The use of cookies

When you visit our website (www.bebotax.eu), cookies may be placed on the hard drive of your computer. What are cookies? Cookies are text files that are placed by a website server in your computer's browser or on your mobile device when you consult our website. A cookie does not identify a specific person, but only a machine.

You can set your Internet browser so that cookies are not accepted, that you receive a warning when a cookie is installed or that the cookies are subsequently deleted from your hard disk. You can do this through the help function of your browser.

By using our website, you agree to the use of cookies.

12. Complaints - questions

If you are of the opinion that the provisions of these regulations have not been adhered to in an acceptable manner, you can contact the Data Protection Authority:

Data Protection Authority
Rue de la Press 35, 1000 Brussels
Tel: +32 (0)2 274 48 00
Fax: +32 (0)2 274 48 35
E-mail: contact@apd-gba.be
URL: <https://www.gegevensbeschermingsautoriteit.be>

If you have any questions or remarks concerning this privacy declaration, you can always contact us by letter at the address below or by e-mail.

Contact details

Bebotax BV
Steenweg Deinze 124 B
9810 Nazareth
Tel +32 (0)9 384 93 39
info@bebotax.com