



EXPAT & IMMIGRATION SERVICES  
The Netherlands

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Anna van Hannoverstraat 4  
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## PRIVACY POLICY

### E & I: Expat, Relocation and Immigration Services the Netherlands

#### 1. Introduction

E & I: Expat, Relocation and Immigration Services the Netherlands ("E & I", "we", "us") attaches great importance to the protection of personal data.

This Privacy Policy explains how we collect, use, store and protect personal data in accordance with the **General Data Protection Regulation (GDPR)**.

#### 2. Data controller

The data controller is:

**E & I: Expat, Relocation and Immigration Services the Netherlands**  
Registered in the Netherlands

|                           |  |
|---------------------------|--|
| Chamber of Commerce (KvK) | : 65768922   |
| Address                   | : Anna van Hannoverstraat 4, 2595 BJ The Hague                           |
| E-mail                    | : info@expat-relocation.nl   |
| Telephone                 | : +31 (0)70 800 2111 / +31 (0)20 261 6434                                |
| Website                   | : <a href="http://www.expats-relocation.nl">www.expats-relocation.nl</a> |



### 3. Personal data we process

Depending on the services provided, we may process the following categories of personal data:

- Name, address, place of residence
- Date and place of birth
- Nationality and civil status
- Passport and identity document details
- BSN (Citizen Service Number), where legally required
- Contact details (email, telephone)
- Employment, income and education data
- Immigration and residence history
- Family composition and relationship data
- Legal, administrative and procedural data
- Correspondence with authorities
- Payment and invoicing details

Special categories of personal data (e.g. medical data) are processed only where strictly necessary and on a lawful basis.



#### 4. Purpose of processing

We process personal data for the following purposes:

- Providing immigration, relocation and expat services
- Preparing and submitting applications to authorities
- Advising on residence, visa and legal procedures
- Communication with clients and authorities
- Performing contractual obligations
- Invoicing and financial administration
- Compliance with legal and regulatory obligations
- Defending legal claims or disputes

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#### 5. Legal basis for processing

Personal data is processed on one or more of the following legal grounds:

- Performance of a contract
- Compliance with a legal obligation
- Explicit consent of the data subject (where required)
- Legitimate interest, such as legal defense or business continuity



## 6. Sharing of data with third parties

Personal data may be shared with:

- Dutch and foreign government authorities (e.g. IND, embassies, municipalities)
- Courts and legal institutions
- Examination institutes
- Translators, notaries and legalisation services
- IT service providers (secure systems only)

Data is shared **only when necessary and only for the intended purpose.**

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## 7. Data transfers outside the EU

If personal data is transferred outside the European Economic Area, this will take place only where:

- the receiving country offers an adequate level of protection, or
- appropriate safeguards (such as standard contractual clauses) are in place.

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## 8. Data retention periods

Personal data is retained no longer than necessary for the purpose for which it is processed.

In general:

- Client files are retained for at least 7 years (legal and fiscal obligation);
- Immigration files may be retained longer where legally required;
- Data is securely deleted once retention is no longer required.



## 9. Data security

We take appropriate technical and organisational measures to protect personal data against loss, misuse, unauthorised access or disclosure, including:

- Secure digital systems
- Restricted access to files
- Confidentiality obligations
- Data minimisation practices

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## 10. Rights of data subjects

You have the following rights under the GDPR:

- Right of access
- Right to rectification
- Right to erasure (where legally possible)
- Right to restriction of processing
- Right to data portability
- Right to object to processing
- Right to withdraw consent at any time

Requests can be submitted via [info@expat-relocation.nl](mailto:info@expat-relocation.nl).  
We will respond within the statutory time limits.



## 11. Complaints

If you believe your data is processed unlawfully, you have the right to lodge a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens).

## 12. Confidentiality

All personal data is handled confidentially and only accessible to authorised personnel and contractors involved in the execution of our services.

## 13. Changes to this privacy policy

E & I reserves the right to amend this Privacy Policy.  
The most recent version will always be available upon request or via our website.

## 14. Contact

For questions regarding this Privacy Policy or data processing, please contact:

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info@expat-relocation.nl

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