



# Three Oaks

Verzekeringen – Pensioenen – Employee benefits

## PRIVACYSTATEMENT

### Rules of conduct regarding privacy

1. In our capacity as Three Oaks , when we collect personal data we restrict ourselves to solely that data that we have obtained legitimately using appropriate means and - if applicable - in all cases with the knowledge or consent of the data subjects.
2. In our capacity as Three Oaks , we ensure that the personal data that we collect is limited to the purposes for which it was collected and that it is always correct, complete and up- to-date.
3. In our capacity as Three Oaks , we only collect personal data once the purposes of the collection have been sufficiently made known beforehand, once it is clear that its utilisation is limited to the realisation of these purposes OR that it is limited to other purposes (which are specified on a case-by-case basis) that do not conflict with the purpose for which it was previously collected.
4. In our capacity as Three Oaks , we do not provide any personal data for purposes other than those for which it was collected, apart from on the basis of: consent explicitly given by the data subject or a statutory obligation.
5. In our capacity as Three Oaks , we ensure that the personal data we are provided with is suitably protected against loss and destruction, as well as against unauthorised access, use, amendment or provision.
6. In our capacity as Three Oaks , we take the initiative to let people know where our business location is, including in respect of the nature of and reason why we process personal data.
7. In our capacity as Three Oaks , we ensure that every person who contacts us: receives a response to the question of whether we have personal data about him/her; is actually provided with the personal data that relates to him/her; receives this data in readable form at a cost that is not excessive; and if this provision is refused, he/she will be told the reason for this refusal, as well as the way in which he/she can appeal against this; about the way in which he/she can challenge this decision regarding the Personal Data and, if successful, that he/she can demand that this personal data be deleted, corrected, supplemented or amended.
8. In our capacity as Three Oaks , we ensure that at all times we can answer for the way in which we as an organisation implement our rules of conduct for privacy matters.
9. In our capacity as Three Oaks , we ensure that the personal data we collect is not retained for longer than needed to achieve the purpose(s) for which it was collected, which purpose(s) was/were stated beforehand.
10. In our capacity as Three Oaks , we do not transfer personal data to third countries until we have assured ourselves that the recipient country properly safeguards and protects the rights and freedoms relating to the processing of personal data.