

### Privacy Statement Exterus | For employees of Exterus' customers, their family members, and tax partners | 21 Augustus 2025

#### Privacy

Exterus considers your privacy important and ensures that the personal data we receive is treated confidentially. Exterus is responsible for the careful processing of personal data in accordance with the General Data Protection Regulation (GDPR). In this Privacy Statement, we inform you about how and why we use and process your personal data.

#### Who is this Privacy Statement for?

This Privacy Statement is relevant for people who are or were:

- employees of Exterus' customers (hereinafter referred to as "employees");
- family members and tax partners of these employees;
- family members and tax partners of customers of Exterus
- and whose personal data Exterus processes for the performance of its services to its customers.

There is a separate Privacy Statement for customers, suppliers, applicants, and users of Exterus websites. This can be found at [exterus.nl](https://www.exterus.nl).

#### What is personal data?

Personal data is any information relating to a specific natural person that can be traced back to that natural person. This means that information either relates directly to someone or can be traced back to that person, such as their name, address, telephone number, and social security number.

#### Who is responsible for your personal data?

The data controller responsible for processing your personal data is Exterus B.V. (in this Privacy Statement referred to as "Exterus"), if your personal data is processed by Exterus in connection with its services to its customers and those services extend beyond mere advice on tax, salary, or immigration matters. In the case of advice only, your employer is the controller and Exterus is the processor within the meaning of the GDPR. If Exterus' services go beyond this, for example when Exterus handles a permit application, Exterus is the controller together with your employer within the meaning of the GDPR.

If you have any questions about the collection and use of your personal data or wish to exercise your rights, please contact:

Exterus B.V.  
Attn: Privacy Officer  
Prinses Alexialaan 80  
2496 XA The Hague  
Email: [info@exterus.nl](mailto:info@exterus.nl)

#### What personal data is processed?

##### Immigration-related services

The following data may be processed for employees of Exterus's customers:

- contact details: for example, name, address, place of residence, telephone number, email address;
- financial data: for example, bank account numbers;
- identification data: for example, date of birth, nationality, social security number, V number (foreign national number);
- copies of documents: for example, passport, birth certificate, marriage certificate, visas, diplomas, residence permits, CV, employment contract, rental agreement;
- duration, nature, and reason for stay.

The following data may be processed for family members of Exterus customers:

- contact details: for example, name, address, place of residence, telephone number, email address;

- identification details: for example, date of birth, nationality, social security number, V-number (foreign national number);
- copies of documents: e.g., passport, birth certificate, marriage certificate, visas, diplomas, residence permits.

##### Tax services

The following may be processed for employees of Exterus customers and their tax partners:

- contact details: e.g., name, address, place of residence, telephone number, email address;
- financial data: for example, bank account numbers;
- identification data: for example, date of birth, nationality, social security number;
- employment data: for example, salary data, company data, VAT number, shareholder relationship, and all other financially relevant information (payroll administration, tax data).

##### For foreign employees, the following may also be processed:

- residence permit, employment contract, CV, diplomas, and proof of previous place of residence.

##### Personnel administration and payroll services

For employees of Exterus's customers, the following may be processed, among other things:

- contact details: for example, name, address, place of residence, telephone number, email address;
- financial data: e.g., bank account numbers;
- identification data: e.g., date of birth, nationality, social security number;
- copies of documents: e.g., passport;
- employment data: e.g., employer, job title, type of contract, contract duration, terms of employment, entry, transfer, and departure dates, education;
- leave and absence data (duration and dates).

The following data may be processed for partners of employees of Exterus customers:

- contact details, e.g., name, address, place of residence, telephone number, email address.

The provision of your personal data as an employee of an Exterus customer or as a family member or fiscal partner of an employee of an Exterus customer as mentioned above is necessary for the performance of the agreement concluded with the customer for your benefit. If this data is not provided, the agreement cannot be performed for your benefit.

##### Why do we process personal data?

Exterus processes personal data of its customers' employees, their family members, and tax partners because this is necessary to perform an agreement with the customer, whether or not for the benefit of the employees. For example, to provide tax, immigration, personnel administration, or payroll services.

Exterus also processes personal data in order to comply with certain legal obligations. For example, for the deduction and payment of income tax in connection with the services provided.

In other cases, personal data is processed on the basis of a legitimate interest. For example, for the continuation of Exterus' business operations, the investigation of incidents and claims, and internal and external communication.

Finally, personal data may be processed on the basis of your consent. This is the case, for example, if you have requested additional services from Exterus. Exterus does not, in principle, process the personal data obtained for any purpose

other than that for which it was obtained. Should this be the case at any time, you will be informed prior to any further processing.

### How long is personal data retained?

It is virtually impossible to provide a detailed overview in advance of which personal data will be retained and for how long. As a general rule, personal data will never be retained for longer than is necessary for the purpose for which it was collected.

Personal data that is relevant for tax purposes is retained for a period of seven years.

Payroll tax statements and copies of identity documents are retained for a period of five years after the calendar year in which the employment relationship ended.

Data that is important for sponsorship purposes is retained for a period of five years after the sponsorship has ended.

Other categories of data are retained for a period of five years after the calendar year in which the employment relationship ended.

In exceptional cases, the retention periods may be longer (e.g., a legal retention obligation or in the event of a lawsuit or dispute).

### From whom does Exterus receive your personal data?

#### Employees

The data of employees of Exterus' customers is provided by the employee themselves or by the employee's employer.

#### Family members and tax partners

Personal data of family members and tax partners of (an employee of) a customer of Exterus are provided by the employee/customer or by the employee's employer.

### Does Exterus share your personal data with third parties?

Exterus may share your data with third parties exclusively for the purposes mentioned above. These other parties may include:

- other entities that are part of the Exterus organization;
- government agencies, such as the Dutch Tax Authority, the Employee Insurance Agency (UWV), the Occupational Health and Safety Service (Arbodienst), and the Immigration and Naturalization Service (IND);
- parties to whom Exterus is obliged to provide data in connection with personnel administration and payroll services, such as insurers and pension funds;
- parties that carry out work on behalf of Exterus, such as IT service providers, lawyers, and accountants.

The basic principle is that personal data will not be transferred to countries outside the European Economic Area (EEA). In individual cases, it may be possible that your personal data will be shared with a third party (e.g., a supplier) outside the EEA. This will then be based on the assignment, your consent, and/or an agreement to which you are a party. When Exterus shares personal data with third parties in countries outside the EEA, we always take the necessary measures to protect this data, including contractual agreements.

### How is your personal data protected?

Exterus protects all personal data it processes against unauthorized and unlawful access, alteration, disclosure, use, and destruction. To this end, we have taken appropriate technical and organizational measures, taking into account the state of the art, to ensure a level of security appropriate to the risk. In the event that Exterus uses the services of third parties, Exterus will lay down agreements on adequate security measures in a processing agreement or contract in the context of the protection of personal data.

### Privacy rights

You have the right to view the personal data that Exterus has processed and stored about you at any time. If you exercise this right, we ask you to specify which personal data you would like to view and/or receive. If this data is incorrect or incomplete, you have the right to have it corrected.

You also have the right to:

- have your personal data deleted;
- have the processing of your data (temporarily) restricted;
- object to the processing of your personal data;
- request your personal data so that you can transfer it to another service provider (the right to data portability);
- withdraw your consent if your data is processed on the basis of your consent. If your personal data is (also) processed on another basis (for example, because your data is necessary for the performance of an agreement to which you are a party), your personal data will continue to be processed on this other basis.

Exterus will inform you within one month of your request how your request will be complied with. Your request may be subject to restrictions, for example in connection with the protection of personal data of third parties.

If you wish to exercise your rights, you can contact us at any time using the contact details above.

No automated decision-making is applied to the personal data processed about you.

The above rights only apply to the person whose personal data is processed by Exterus, a third party cannot invoke these rights on behalf of another person.

### Complaints

If you disagree with the way in which your personal data is processed, you can always contact us.

If you are not satisfied with Exterus' response, you can submit a complaint to the Dutch supervisory authority, the Autoriteit Persoonsgegevens, Postbus 93374, 2509 AJ DEN HAAG (<https://www.autoriteitpersoonsgegevens.nl/>).

### Changes to this Privacy Statement

Exterus may amend this Privacy Statement.

*This Privacy Statement was last updated on 21 August 2025*