



Baker Tilly Terms of Use

This website (hereinafter the "Website") is operated by the Baker Tilly entities in Luxembourg, hereinafter Baker Tilly, having its registered office at 45 boulevard des Scillas, L-2529 Howald.

In order to provide convenient access to information describing its business, Baker Tilly is making available to users of the Website certain information and documents subject to the terms and conditions described in this legal notice (the "User Terms"). The Website aims to present accurate and up-to-date information, but Baker Tilly cannot guarantee that it is free of error or that it is not obsolete.

By using the Website, you agree to the User Terms in their entirety. Baker Tilly reserves the right to change the User Terms at any time, and use of the Website is subject to the most recent User Terms available on the Website at time of use.

Liability limitation

Users access the Website via the Internet communication network. They declare that they are aware of the risks involved and accept them. Due to the nature of electronic communication processes, Baker Tilly cannot guarantee that the Website will be free of error or omission or that it will be free of viruses or other problems that may cause the Website to be unavailable.

Therefore, the content, documents or any other information provided on the Website are made available without any warranty, explicit or implicit, in particular as to the accuracy and completeness of the aforementioned content and documents and their updates.

Baker Tilly endeavours to limit as far as possible the extent of disruption caused by errors, omissions and technical problems. Baker Tilly accepts no responsibility for any problems that may arise in using the Website.

Baker Tilly cannot be held responsible for any damage suffered by the user while browsing the Website or after having left it.

Baker Tilly reserves the right to withhold certain or all information at any time.

The information available on this Website should not be construed as creating a customer relationship between Baker Tilly and the user, and should not be used for any purpose other than as general information. It should not be relied upon as a source of official information or as an alternative to professional advice and it is strongly recommended that users verify the information themselves. It is

also strongly recommended that users seek professional advice before taking any action or refraining from taking any action whatsoever on the basis of the information contained on this Website.

Copyright and reproduction rights

The Website, including its content and design, is governed by intellectual property law, in particular copyright and trademark law.

Baker Tilly does not grant any licence, permission, user right or agree to confer any right or title to any intellectual property it may hold on the Website or its content.

The rights implicitly and explicitly granted to the user represent an authorisation to use and do not in any way constitute a transfer of rights, property rights or any other transfer or creation of rights, titles or licences relating to the Website.

Unless otherwise stated, the user has the right to read, download and print the documents and information provided under the following conditions:

- The documents may only be used for personal use, for information purposes only, and only in a personal context.

The documents and information downloaded, copied or printed may not be modified in any way and the documents may not be copied without reference to the Website.

Any other use of the documents and information provided by the Website is strictly prohibited, unless prior permission has been obtained.

Baker Tilly does not systematically monitor the content of websites to which it is linked or the content of links to other such websites that appear on the Website. Baker Tilly is not responsible for the content of other websites, their legality or the accuracy or appropriateness of the information provided through such websites.

Applicable law

Any dispute arising in connection with the use of the Website shall be governed by the law of the Grand Duchy of Luxembourg; the Courts and Tribunals of the Grand Duchy of Luxembourg shall have sole jurisdiction to hear such disputes.

PRIVACY POLICY

1 Legal and regulatory framework

This privacy policy sets out how Baker Tilly Luxembourg, operated by the companies Baker Tilly Luxembourg CORPORATE SERVICES, registered under the Luxembourg RCS number B 143.346, having its registered office at 45, boulevard des Scillas, L-2529 Howald; Baker Tilly Luxembourg ADVISORY, registered under the Luxembourg RCS number B 143.980, having its registered office at 45, boulevard des Scillas, L-2529 Howald, Baker Tilly Luxembourg Innovation, registered under the Luxembourg RCS number B 287.551, having its registered office at 45, boulevard des Scillas, L-2529 Howald and Baker

Tilly Luxembourg EXPERTS COMPTABLES, registered under the Luxembourg RCS number B 148.154, having its registered office at 45, boulevard des Scillas, L-2529 Howald; Baker Tilly Luxembourg TRAINING registered under the Luxembourg RCS number B 161.156, having its registered office at 45, boulevard des Scillas, L-2529 Howald (hereinafter "Baker Tilly"), may process information relating to identified or identifiable natural persons (referred to as "data subjects") collected directly from them, from Baker Tilly's customers and from third parties (such as, for example, prospective customers, sub-contractors and suppliers).

The terms "personal data", "processing", "controller" and "processor" shall be understood within the meaning of EU Regulation 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, as well as any subsequent text replacing or supplementing this regulation.

2 Processing of personal data

Baker Tilly may process personal data for the following purposes:

- Provision of professional services such as:
 - o Accounting and tax services
 - o Company domiciliation services
 - o Advice on employment law, taxation and individuals
 - o Payroll management services
- Establishment of its administrative systems and its customer and supplier relationship management systems, including:
 - o Tenders and drafting of contracts
 - o Monitoring and management of customers, suppliers and former employees
 - o Invoicing and payment of invoices
 - o Advertising, communication and public relations
- Compliance with its legal, regulatory, contractual and statutory obligations
- Protecting its building, equipment, infrastructure and IT data
- Ensuring business continuity
- Managing its risks in a global context with interested parties
- Handling requests from data subjects
- Managing its website and various related applications.
- Recruiting candidates for positions within the Group

The above purposes are based on at least one of the following legal grounds:

- Processing is necessary for the performance of a contract (or in the pre-contractual phase) to which the data subject is bound.
- Processing is necessary for compliance with a legal obligation to which Baker Tilly is subject (e.g. AML/KYC law).
- The processing is necessary for the purposes of the legitimate interests pursued by Baker Tilly or by a third party
- The data subject has consented to the processing of his or her personal data for one or more specific purposes. In this case, the data subject has the right to withdraw his or her consent at any time, without this affecting the lawfulness of the processing based on his or her consent before it was withdrawn.

Depending on the purposes of the processing, Baker Tilly may process the following categories of personal data:

Category of personal data	Type
Personal identification data	<ul style="list-style-type: none"> • Name • Title • Gender • Address and former address • Telephone number • Date, place and country of birth, • Identifier assigned by the controller • Number plate • Passport or identity card • Marital status • Age • Nationality • Photo
Financial, tax and social security data	<ul style="list-style-type: none"> • Information relating to shareholders, beneficial owners, managers and directors of the third party company • Source of wealth • Tax data • Source of funds • TIN • Bank account number • Social security number • Certificate of affiliation to public services • Declaration of solvency, diplomas
Professional data	<ul style="list-style-type: none"> • Job role • Profession • Email address • Company telephone number • CV • Name of employer

	<ul style="list-style-type: none"> • Date of recruitment • Method of recruitment • Place of recruitment • References • Details of probation period
Other	<ul style="list-style-type: none"> • In some cases, sensitive data may be processed: when Baker Tilly manages its customers' operating licences, an extract from a criminal record may be requested. • Where Baker Tilly provides back up management and business recovery planning, Baker Tilly may also have access to sensitive personal data of its customers, including special categories of data.
Digital Data	The Baker Tilly website uses cookies. If you have chosen to accept all cookies, certain digital data about you, such as your IP address and pages of our website visited, may be processed by Baker Tilly.

3 Rights of data subjects

In accordance with the applicable laws, data subjects have the right to:

- Access their personal data and obtain certain information relating to its processing;
- To request the rectification or erasure of their personal data;
- Obtain a restriction on the processing of their personal data;
- To object to the processing of their personal data;
- to obtain the transmission of their data to another data controller, in certain cases.
- To lodge a complaint with the CNPD (cnpd.lu).

To exercise the above rights, data subjects are requested to send an e-mail, providing proof of their identity and specifying the right they wish to exercise: dataprotection@bakertilly.lu

4. Recipients of personal data

In some cases, we share personal data with other companies of the Baker Tilly Luxembourg group, with our IT service and solution providers, with our external consultants, our marketing and communication service providers, our cookie providers, as well as with the competent authorities. In accordance with Article 28 of the GDPR, Baker Tilly only shares personal data with third parties who guarantee an adequate level of security for data processing.

5 Security of personal data

Baker Tilly undertakes to take all appropriate technical and organisational measures to protect the personal data of data subjects from unauthorised or unlawful processing and from accidental loss, destruction or damage.

Personal data is stored on secure servers in controlled locations.

6 Retention period of personal data

Baker Tilly retains personal data for as long as is necessary for the purposes for which it is collected. For more information about retention periods, please contact our Data Protection Team at dataprotection@bakertilly.lu

For example, Baker Tilly retains personal data for the duration of the contract with its suppliers and customers.

7. Transfer of personal data outside the European Union and/or European Economic Area

Baker Tilly may in certain circumstances transfer your personal data outside the European Economic Area. In such cases, measures are put in place to ensure that appropriate safeguards are implemented to protect the data. Appropriate safeguards may include a data transfer agreement with the data recipient based on the European Commission's standard contractual clauses ("SCCs") or any other appropriate safeguard under Chapter V of the GDPR. For further details regarding the transfers described above and the appropriate safeguards used in connection with such transfers, please contact us at dataprotection@bakertilly.lu

Updates to our privacy policy

In order to comply with applicable laws and to best reflect the way in which Baker Tilly processes personal data, this privacy policy will be updated from time to time. The version published on the Baker Tilly website is the version currently in force.

Last updated: November 2024

Contact

Any request for information relating to the protection of personal data may be made to the following e-mail address: dataprotection@bakertilly.lu or by post to the following address:

BAKER TILLY

Attn. DATA PROTECTION

BP 1832

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