

Customer Privacy, Data Processing & Authorisation Agreement

(GDPR / LOPDGDD Compliance Declaration)

Valencia Spain

Sam Kamiel de Jager is the Controller of the Data Subject's personal data and informs him/her that these data shall be processed in accordance with the provisions of Regulation (EU) 2016/679 of 27 April (GDPR) and the Organic Law 3/2018 of 5 December (LOPDGDD), providing the following information on the processing:

PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to explain how Sam Kamiel de Jager collects, processes, stores and protects your personal data in connection with the services you have requested. This includes informing you about the categories of personal data that may be processed, the purposes for which such data are collected, the legal basis for the processing, the parties with whom your data may be shared where necessary, the applicable data retention periods, your rights under the General Data Protection Regulation (GDPR), and the respective responsibilities of both parties throughout the execution of the contracted services. This Agreement applies to all administrative, immigration, consultancy and related support services provided by Sam Kamiel de Jager within Spain.

SERVICES COVERED

Personal data may be processed where necessary for the provision of the services requested by the Customer. Such services may include, but are not limited to, obtaining a Spanish Foreigner Identification Number (NIE), applying for a Spanish Residence Certificate for European Union citizens, applying for or renewing a Spanish TIE Card for non-European Union citizens, registration as a self-employed worker (Autónomo), registration with the Spanish Tax Agency (Agencia Tributaria), registration with the Spanish Social Security (Tesorería General de la Seguridad Social), municipal registration (Empadronamiento), obtaining a Spanish Digital Certificate, scheduling appointments with Spanish public authorities, the preparation and submission of official government forms, immigration consultancy, administrative representation before competent Spanish authorities, and any other administrative procedures directly related to the services requested by the Customer.

I, Full Name, born on Date of Birth, residing at Residential Address, Postal Code City, Country, holding passport number Passport Number, with email address Email Address and telephone number Telephone Number, hereby confirm that all information provided by me is accurate and complete, and that I have read, understood and voluntarily agree to the terms of this Customer Privacy & Processing Agreement.

Customer Privacy, Data Processing & Authorisation Agreement

(GDPR / LOPDGDD Compliance Declaration)

Valencia Spain

CATEGORIES OF PERSONAL DATA

Depending on the requested service, Sam Kamiel de Jager may process the following categories of personal data where necessary for the performance of the contracted services.

Identification Data: Full name, date of birth, nationality, passport, national identity card, Spanish NIE number, tax identification number (where applicable) and signature.

Contact Information: Residential address, postal address, telephone number and email address.

Financial Information: Spanish bank account information, official bank certificates, proof of income, tax documentation, employment documentation and any other financial documents required by the competent Spanish authorities.

Supporting Documentation: Passport copies, residence permits, visa documentation, rental agreements, municipal registration certificates (Empadronamiento), marriage certificates, birth certificates, criminal record certificates, health insurance documentation and any other documentation required for the requested administrative procedure.

Digital Identity Verification: Where required by law or by the competent authorities, identity verification may include selfies, identity verification photographs, video identification, electronic signatures, Spanish Digital Certificates and identity verification data generated through certified identification providers.

No biometric data shall ever be used for automated decision-making, profiling or for any purpose other than verifying the Customer's identity where required by law.

I, Full Name, born on Date of Birth, residing at Residential Address, Postal Code City, Country, holding passport number Passport Number, with email address Email Address and telephone number Telephone Number, hereby confirm that all information provided by me is accurate and complete, and that I have read, understood and voluntarily agree to the terms of this Customer Privacy & Processing Agreement.

Customer Privacy, Data Processing & Authorisation Agreement

(GDPR / LOPDGDD Compliance Declaration)

Valencia Spain

PURPOSES AND LEGAL BASIS FOR PROCESSING

Personal data shall only be processed for lawful purposes directly connected to the services requested by the Customer and solely to the extent necessary for the proper performance of the contracted services.

Performance of the Contract

(Article 6(1)(b) GDPR)

Sam Kamiel de Jager is authorised to process the Customer's personal data for the purpose of managing and completing the requested administrative procedures. Such processing may include, where applicable, obtaining a Spanish Foreigner Identification Number (NIE), applying for or renewing a Spanish TIE Card, applying for an EU Registration Certificate, registering the Customer as a self-employed worker (Autónomo), registering the Customer with the Spanish Tax Agency (Agencia Tributaria) and the Spanish Social Security (Tesorería General de la Seguridad Social), arranging municipal registration (Empadronamiento), obtaining a Spanish Digital Certificate, preparing and submitting official government forms, booking appointments with the competent authorities, paying official administrative fees where authorised by the Customer, collecting official documentation, communicating with competent Spanish public authorities, and carrying out any other administrative act that is reasonably necessary to successfully complete the contracted services.

All processing of personal data shall be limited to what is strictly necessary for the execution of the contract and shall always be carried out in accordance with the principles of lawfulness, fairness, transparency, purpose limitation and data minimisation as set out in the General Data Protection Regulation (GDPR).

I, Full Name, born on Date of Birth, residing at Residential Address, Postal Code City, Country, holding passport number Passport Number, with email address Email Address and telephone number Telephone Number, hereby confirm that all information provided by me is accurate and complete, and that I have read, understood and voluntarily agree to the terms of this Customer Privacy & Processing Agreement.

Customer Privacy, Data Processing & Authorisation Agreement

(GDPR / LOPDGDD Compliance Declaration)

Valencia Spain

USE OF YOUR SPANISH DIGITAL CERTIFICATE

Where applicable, and only after you have voluntarily provided your valid Spanish Digital Certificate by securely supplying the certificate file together with its corresponding password, you expressly authorise Sam Kamiel de Jager to use your Digital Certificate solely for the purpose of performing the administrative services you have requested under this Agreement.

This authorisation includes the use of your Digital Certificate to submit official documents through government websites, communicate with competent Spanish public authorities, and securely access official government websites and electronic platforms where necessary to manage, monitor or expedite your application. This may include logging into government portals, checking the status of your application, submitting or retrieving official documents, and responding to requests from the competent authorities.

You expressly consent to Sam Kamiel de Jager using your Digital Certificate for these purposes for the duration of the contracted services whenever such access is reasonably necessary to complete your application.

Your Digital Certificate shall never be used for banking activities, financial transactions, commercial purposes, tax matters unrelated to the contracted services, or any other legal or administrative matter outside the scope of the services you have expressly requested without your prior written consent.

I, Full Name, born on Date of Birth, residing at Residential Address, Postal Code City, Country, holding passport number Passport Number, with email address Email Address and telephone number Telephone Number, hereby confirm that all information provided by me is accurate and complete, and that I have read, understood and voluntarily agree to the terms of this Customer Privacy & Processing Agreement.

Customer Privacy, Data Processing & Authorisation Agreement

(GDPR / LOPDGDD Compliance Declaration)

Valencia Spain

DATA RETENTION

Personal data shall be retained only for as long as reasonably necessary to fulfil the purposes described in this Agreement, to perform the contracted services, to comply with applicable legal, tax and administrative obligations, or until the applicable statutory limitation periods have expired. Once no longer required, personal data shall be securely deleted, anonymised or otherwise disposed of in a secure manner, unless continued retention is required by applicable law.

DATA RECIPIENTS

Where necessary for the performance of the contracted services, personal data may be shared with competent Spanish public authorities, including but not limited to the Policía Nacional, Oficina de Extranjería, Agencia Tributaria, Tesorería General de la Seguridad Social, Spanish Municipal Authorities, certified digital identity providers, Spanish notaries, courier companies where shipment has been requested, and IT service providers acting as data processors. Personal data shall never be sold or disclosed to third parties for commercial purposes.

CONFIDENTIALITY

Sam Kamiel de Jager shall treat all personal information, documentation and supporting evidence provided by the Customer as strictly confidential. Appropriate technical and organisational measures shall be implemented to protect personal data against accidental loss, unauthorised access, disclosure, alteration or destruction in accordance with the requirements of the General Data Protection Regulation (GDPR).

I, Full Name, born on Date of Birth, residing at Residential Address, Postal Code City, Country, holding passport number Passport Number, with email address Email Address and telephone number Telephone Number, hereby confirm that all information provided by me is accurate and complete, and that I have read, understood and voluntarily agree to the terms of this Customer Privacy & Processing Agreement.

Customer Privacy, Data Processing & Authorisation Agreement

(GDPR / LOPDGDD Compliance Declaration)

Valencia Spain

SHIPMENT OF ORIGINAL DOCUMENTS

Where the Customer has selected the optional shipment of original documents, including but not limited to the original Spanish NIE Certificate, Sam Kamiel de Jager shall dispatch the documents by registered UPS Courier to the delivery address provided by the Customer. Once the shipment has been accepted by UPS and a valid tracking number has been issued, responsibility for the transportation and delivery of the shipment rests with UPS. The Customer remains responsible for providing a complete and accurate delivery address and for monitoring the shipment using the tracking information provided. Any complaint regarding delays, loss, theft, damage or delivery of the shipment must be submitted directly to UPS in accordance with their applicable terms and conditions. Sam Kamiel de Jager shall, where reasonably possible, provide shipping information and reasonable assistance but shall not be liable for events occurring during transportation that are outside his reasonable control.

DATA SUBJECT RIGHTS

In accordance with Regulation (EU) 2016/679 (GDPR), the Customer has the right to request access to personal data, rectification of inaccurate information, erasure of personal data, restriction of processing, objection to processing, data portability, and withdrawal of consent where processing is based upon consent. The Customer also has the right to lodge a complaint with the Agencia Española de Protección de Datos (AEPD) if they believe that their personal data has not been processed in accordance with applicable legislation.

GOVERNING LAW

This Agreement shall be governed exclusively by the laws of Spain. Any dispute arising from or relating to this Agreement shall be subject to the jurisdiction of the competent courts of Valencia, Spain, unless mandatory provisions of applicable law provide otherwise.

I, Full Name, born on Date of Birth, residing at Residential Address, Postal Code City, Country, holding passport number Passport Number, with email address Email Address and telephone number Telephone Number, hereby confirm that all information provided by me is accurate and complete, and that I have read, understood and voluntarily agree to the terms of this Customer Privacy & Processing Agreement.