

## Privacy Policy - Spain Assistance

### 1. General Information

This privacy policy applies to all personal data collected and processed by Spain Assistance (JCB, located in The Hague, Chamber of Commerce number 77933877) through its website ([www.spainassistance.com](http://www.spainassistance.com)), email communications, and in the course of delivering its services.

### 2. What Personal Data We Collect

We may collect the following personal data:

- Full name
- Date of birth
- Nationality
- Contact details (email, phone number, address)
- Copy of identification documents
- Marital status
- Fiscal NIE Number
- Payment information
- Any additional information provided voluntarily during the service process

### 3. Purpose of Data Collection

We collect and process personal data to:

- Provide legal, administrative, and relocation support in Spain
- Prepare and submit official documents
- Communicate with you regarding your application or services
- Meet legal and tax obligations
- Improve our services and ensure quality

#### 4. Legal Basis

Processing of personal data is based on one or more of the following legal grounds:

- Your explicit consent
- Fulfillment of a contract
- Legal obligations
- Legitimate interests of Spain Assistance

#### 5. Data Retention

Personal data will be retained no longer than necessary for the purposes for which it was collected.

In general:

- Application data will be deleted within 30 days after service completion
- Invoices and legally required documentation may be stored for up to 7 years, as required by tax authorities

#### 6. Sharing with Third Parties

We only share data with:

- Notaries, translators, and legal representatives when necessary to fulfill the requested services
- Government institutions (such as tax authorities, municipalities, police)
- Trusted service providers who process data on our behalf (e.g., DHL)

All third parties are contractually obligated to respect your data privacy and act in accordance with GDPR regulations.

#### 7. Data Security

Spain Assistance takes appropriate technical and organizational measures to protect your personal data against unauthorized access, loss, or misuse.

## 8. Your Rights

You have the right to:

- Access your personal data
- Request correction or deletion
- Withdraw your consent
- Object to processing
- File a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens)

Requests can be submitted to [info@spainassistance.com](mailto:info@spainassistance.com).

## 9. Cookies and Website Usage

Spain Assistance only uses essential cookies to ensure the website functions properly. No marketing or tracking cookies are used without consent.

## 10. Changes to this Policy

Spain Assistance reserves the right to update this privacy policy. The latest version will always be published on [www.spainassistance.com](http://www.spainassistance.com).

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