

Privacy Policy

Through www.dmrfa.nl, and the email addresses of our employees associated (also: the website and email traffic), personal data is collected and cookies are saved. De Monchy & Röben Tax Advice considers privacy to be of great importance, and therefore adheres to the privacy act. This means we keep your data secured, and always treat it confidentially. Read the following to find out how exactly we do this, and what personal data we collect and for what purposes.

1.1 USE OF PERSONAL DATA

By using our website we obtain specific information from you, among which could be personal data. We strictly store and use the personal data obtained from you directly as part of the service requested by you (e.g. through the contact form), or when it is clear this information will be given to us for processing upon submission. We will not use your personal data for other purposes, unless permission was granted beforehand, or we are allowed or required to do so in accordance with the law or policy.

In order to provide you with the best service, it is necessary for De Monchy & Röben Tax Advice to store your data in certain circumstances.

De Monchy & Röben Tax Advice uses your personal data to:

- *allow access to our website and the security of it;*
- *contact you at your request;*
- *allow access to our account environment;*
- *implement our services, accompanying agreements and transactions;*
- *send out newsletters when subscribed to it;*
- *if necessary, uncover unlawful conduct with respect to De Monchy & Röben Tax Advice, her relations and employees.*

1.1.1 Contact form

You can ask questions and do requests through our contact form, for which you will need to enter your name, phone number, e-mail address, and message. These are stored until we have contacted you and answered your question.

24-5-2018

1.1.2 Account

Certain parts of our website require you to register first. You will have to submit your information and pick a username. We will then make an account for you, with which you can log in using your username and chosen password. We store this information so you don't have to re-submit each time and, when necessary, to make it easier for us to approach you regarding our agreement. This information is stored as long as your account exists. You can adjust your account information at any time of your choosing.

1.1.3 Newsletter

In order to send out the newsletter, we make use of your name, sex, and e-mail address. We only send these newsletters with your permission. The data we collected for this will be stored unless you choose to unsubscribe, or for a maximum of one year after our last sent newsletter.

1.2 SERVICES

We offer several types of services. Below you will find a general overview of these types, the data we store for this, and the storage period we adhere to. **Please note:** there may be some possible deviations to this privacy policy, as we may have come to an individual agreements on this. Please contact us if you have any specific questions concerning this.

1.2.1 Declarations

In taking care of your declarations, we make use of your name, address, location, contact details, salary details, company data, VAT number, Citizen Service Number, and all other relevant financial information. This is done in fulfilment of our agreement. Initially, this data is stored up to 5 years from the time you cease being a client, unless we have need of this information for a longer duration as part of a legal process, or in the event of a deviating agreement.

1.2.2 Advisory practice

We offer advisory services on a variety of subjects and matters. The type of data we collect for this service can therefore vary significantly. The data we collect for this purpose is stored only for the sake of providing good legal advice, and is initially stored for a length of up to 5 years after you cease being a client, unless we have need of this information for a longer duration as part of a legal process, or in the event of a deviating agreement.

1.2.3 Administrative services

We also provide administrative services, such as the payroll for your staff. The data received for this purpose is stored only to accommodate these services, and will essentially be removed once you cease being our client. With respect to the data we use for this service, we are often designated as the processing party, and will therefore enter into a data processing agreement with you.

24-5-2018

1.3 STORAGE PERIOD

We will not store your personal data longer than necessary for the purposes named in this privacy policy.

1.4 CONFIDENTIALITY & DISCLOSURE TO THIRD PARTIES

Your personal data will be treated confidentially. The personal data collected will not be disclosed to third parties for their marketing purposes. We only disclose your personal data to other companies or institutions when our agreement requires it (e.g. tax authorities), you have given us your consent, or when we are required to do so by law.

As part of our services, we cooperate with:

- External ICT service providers;
- The supplier of our administrative software, administration tool and tax return software.

We entered into a data processing agreement with these companies to ensure careful handling of your data.

1.5 DATA PROTECTION

De Monchy & Röben Tax Advice makes use of thorough safety procedures for the protection of stored data in order to prevent unauthorised access to this data, among other reasons. This is how we ensure only the required people gain access to your data, and access to your personal data is protected. We at least make use of a TLS connection for this purpose.

1.6 LINKS TO THIRD PARTY WEBSITES

Our webpages contain links to other websites. This privacy policy does not apply to the third party websites connected to us through hyperlinks. We cannot guarantee the safekeeping of your personal data by these third parties. We therefore advise you to consult the privacy policy of the website in question before making use of these websites.

1.7 YOUR LEGAL RIGHTS

If you have any more questions, or wish to know what personal data of yours is stored by us, you can always contact us. This can be done either through the contact form, by sending us an e-mail at info@dmrfa.nl, or reach us by phone at 020-6720183 on Monday through Friday between 9AM and 5PM.

24-5-2018

You reserve the right to:

- *receive information on what personal data we store and how it is used;*
- *gain insight in the actual personal data we store;*
- *have errors corrected;*
- *the removal of outdated personal data;*
- *withdraw consent;*
- *object to specific usage;*
- *transferability of data.*

Please ensure you always identify yourself clearly. This prevents us from changing or removing personal data incorrectly.

1.8 CHANGES TO THIS PRIVACY POLICY

We reserve the right to make changes to this privacy policy. Changes will be published on our website. It is therefore advised to regularly consult this policy and stay informed on possible changes.

1.9 FILING A COMPLAINT

Of course, we are more than willing to help if there are any complaints on the use of your personal data. In accordance with the privacy laws, you reserve the right to file a complaint on our use of your personal data at the Data Protection Authority. For this, please [contact](#) the Data Protection Authority.

1.10 CONTACT INFORMATION

For any remaining questions, or for more information on personal data stored by us, please contact us with the following information:

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KVK: 34197309
info@dmrfa.nl
020-6720183