

Privacy and Cookie Statement

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ALL ABOUT TAX

www.all-about-tax.eu (hereafter: the website) collects personal data and places cookies.

Privacy is of great importance to ALL ABOUT TAX and we comply with privacy legislation. This means that we always use your data properly and that your data is safe with us. How we do this, what (personal) data we collect from you and why we do this is explained below.

Use of (personal) data

If you use the contact form on our website, we obtain certain information from you through it. This may be personal data. We only store and use (personal) data that is provided directly by you in the context of the question you have asked us and the work you requested from us. We will only use your (personal) data for other purposes if you have given us your prior consent to do so, or if we are permitted or required to do so by law or by the agreement we entered into. In order to be of optimal service to you, it is necessary that ALL ABOUT TAX stores your (personal) data as the case may be. ALL ABOUT TAX uses your (personal) data for the following purposes:

- to provide access to our secure portal environment and its security;
- to contact you at your request;
- the performance of our services and related agreements;
- if necessary, the detection of unlawful behaviour with regard to ALL ABOUT TAX, its business relations and its employees;
- with the aid of cookies to use the functionalities on our website and our secure portal environment, and to gain insight into the use of our website.

Contact form

You can use the contact form to ask us questions or to make requests. You will need to fill in your name, telephone number, email address and message. We will keep these until we have contacted you and answered your question.

Portal

We use a portal for the secure exchange of documents; we will not send you any documents by email, unless these are secured in another way. You will be registered for the use of the portal. We will create an account with a username and password for you to log in. You will need to change your password when you first log in. We will retain this information for as long as your account exists. You can adjust your account information at any time, and you can log into the portal via our website.

Services

We offer various forms of service. Below is a general overview of our services, the data we process and the retention periods we use.

Tax returns

For tax returns we use your name, address and residence, your BSN (or RSIN) number, contact details and other relevant information required for submitting returns. We do this for the performance of the agreement we have concluded with you. Once you are no longer a client of ours, we will retain this information in accordance with the statutory period, unless we would require it for a longer period of time because of an ongoing legal procedure or if we have made different arrangements with you in this respect.

If in this context we should process data from you and are considered to be a data processor, we will conclude a data processor agreement with you.

Consultancy

We offer a variety of topics and matters on which we can advise you. The data we receive from you for this may therefore vary greatly. We only use the information we receive from you for this purpose to provide you with sound tax and legal advice. Once you are no longer a client of ours, we will retain this information in accordance with the statutory period, unless we would require it for a longer period of time because of an ongoing legal procedure or if we have made different arrangements with you in this respect.

If necessary and in consultation with you, we will outsource work to a specialist colleague.

In consultation with you we will ensure that this colleague receives the information required

for their work either directly from you or through us.

If in this context we should process data from you and are considered to be a data processor, we will conclude a data processor agreement with you.



Administrative services

Administrative services, such as processing salary records, your administration and the preparation of your annual accounts, are outsourced to a specialist colleague in consultation with you. In consultation with you we will ensure that this colleague receives the information required for their work either directly from you or through us. In principle, we remove this data after you are no longer our client.

If in this context we should process data from you and are considered to be a data processor, we will conclude a data processor agreement with you.

Retention periods

We store (personal) data for clients in accordance with the statutory term(s) and, for longer if this is required by tax regulations. This includes for instance information we have to provide to the tax authorities if an annuity policy expires, or when in the future you will have to prove the mortgage interest you paid is still deductible.

Confidentiality & disclosure to third parties

We treat your data confidentially. The data we collect will not be provided to third parties, and most certainly not for their direct marketing purposes. We will only disclose your data to other companies or institutions if this is necessary for the performance of the agreement (such as the Belastingdienst), if we have obtained your consent to do so, or if we are required to do so by law.

For our services we collaborate with external ICT service providers, and other specialists and suppliers of various software. We have signed a data processing agreement with these companies to ensure that they handle your data with care. We have taken appropriate technical and organisational measures to protect your (personal) data against unlawful processing, e.g. all persons who have access to your data are bound by confidentiality. We apply a username and password policy to all our systems; we encrypt (personal) data if there is a need to do so; we make backups in order to recover data in the event of physical or technical incidents; we regularly test and evaluate our measures and all employees are informed of the importance of protecting your data.

Cookies

Cookies are tiny data files that can be automatically stored on or read from your device (including a PC, tablet or smartphone) when visiting a website. This is done by the web browser on the device. The information that a cookie receives about your use of the website can be transferred to ALL ABOUT TAX's own secure server or that of a third party. Our website uses cookies to enable the website's functionalities and to protect the website (technical or functional cookies), and to analyse the use of the website for improvement of the website (analytical cookies);

The main purpose of cookies is to save you time and effort. For example, if you customise a web page or navigate a website, cookies remember the settings and preferences you have chosen for future use. When you visit the website again, the previously entered data may be retrieved by the cookies, which makes it easy for you to use the possibilities of the website as you have previously set them up.

Enabling and disabling cookies

You can set your browser to accept storage of cookies with your consent only. For more information, please refer to the manual of your web browser. Please note that many websites do not work optimally when cookies are disabled.

Removing cookies

Most cookies have an expiry date. This means that they expire automatically after a certain period of time and no longer record data from your visit to the site. You can also choose to manually delete cookies before the expiration date. For more information, please refer to the manual of your web browser.

Data security

ALL ABOUT TAX uses careful security procedures to protect the data processed, among other things to prevent unauthorised persons from gaining unintentional access to the data. In this

way we ensure that only authorised persons have access to your data and that access to your (personal) data is protected. We will always use a TLS connection for this purpose.



Links to third party websites

Our website contain links to other websites. This Privacy and Cookie Statement does not apply to third party websites that are linked to our website. We cannot guarantee that these third parties will handle your (personal) data in a reliable or secure manner. We therefore advise you to read the privacy policies of these websites before using them.

Your legal rights

If you have any questions or would like to know what (personal) data we have about you, you can always contact us. You can do this by contacting us via the contact form, by sending an email message to info@all-about-tax.eu, or by calling us at +31 70 427 35 39 on Monday to Friday between 09.00 and 17.00 hrs.

You have the following rights:

get an explanation of what (personal) data we have and what we do with it;

- have access to the exact (personal) data we store;
- have errors corrected;
- have outdated (personal) data removed;
- withdraw your consent;
- object to a particular use;
- make use of transferability of data.

Make sure that you always clearly identify yourself, so that we can be certain that we do not modify or delete any data of the wrong person. It goes without saying that in all cases we will ask for your ID to establish your identity.

Changes to this Privacy and Cookie Statement

We reserve the right to adjust this Privacy and Cookie Statement. Any changes will be published on our website. It is therefore recommended that you regularly consult this (possibly adjusted) statement, so that you are aware of any changes.

Lodging a complaint

Of course we will be happy to help you if you have any complaints about the processing of your (personal) data. Pursuant to the privacy legislation you also have the right to complain to the Dutch DPA against our processing of your personal data. For this you can contact the Dutch DPA.

Contact details

If you still have any questions, or would like to know what information we keep about you, please contact us via the contact details below:

ALL ABOUT TAX, Nassaulaan 13 (2514 JS) DEN HAAG
E info@all-about-tax.eu; T +31 70 427 3539

All About Tax is a trade name of All About Tax Services B.V.
(Chamber of Commerce number 70002398)