

Privacy Policy dated 24 May 2018 NAHV

NAHV places great importance on protecting your personal details. In this Privacy Policy we explain how we collect and use your personal details.

We make every effort to safeguard your privacy which is why we treat personal details with the greatest of care. In all cases, NAHV complies with applicable legislation, including the General Data Protection Regulation. This entails that we:

- Process your personal data for the purpose for which they were provided. These purposes and the type of personal data are described in this Privacy Policy;
- Limit processing your personal data to the minimum needed for the purposes for which they are processed;
- Request your express permission if we require it to process your personal data;
- Have taken appropriate technical and organisational measures to safeguard the security of your personal data; do not share personal data with other parties unless this is necessary for the implementation of the purpose for which they were provided;
- We respect your rights with regard to your personal data, will alert you to them, and respect them.

As NAHV we are responsible for processing your personal data. If you have any questions about our Privacy Policy, or questions of a general nature, please contact us (our contact details are provided at the end of this document).

Processing the personal data of NAHV clients

The personal data of NAHV clients are processed for the following purpose(s):

- If required for the provision of an appropriate service and business operations
- Account management and communications (newsletters)
- Tax advice
- To file tax returns
- To provide financial advice
- To compile financial and advisory reports
- For payroll administration and to file payroll tax returns
- To implement the Law for the Prevention of Money Laundering and Financing of Terrorism (Wwft)

For the purposes listed above, NAHV may ask you to provide the following details:

- First name
- Middle name
- Surname
- Telephone number
- Email address
- Sex
- Title
- Similar details required for communications purposes
- Social security number (BSN-nummer)
- A full copy of an identity document
- Financial personal details
- Bank details

NAHV will store your personal details required for the above purpose(s) for the duration of:

- The term of the agreement and thereafter only in the financial records for a period no longer than 7 years
- The time that you are subscribed to a newsletter

NAHV treats the documents and advisory reports with the greatest possible care. Your personal details will be treated with confidentiality and secrecy and will not be disclosed to third parties. User names and passwords are also treated with the utmost secrecy. NAHV has taken proper technical and organisational steps to guarantee the security of this data.

Security

We have taken appropriate technical and organisational measures to protect your personal details against illegal use. The following security measures are in place:

- All persons who, on behalf of NAHV, have access to your personal details are obliged to treat them with the utmost confidentiality.
We follow a user name and password policy on all our systems;
We pseudonymise and ensure that personal details are encrypted if there is reason to do so;
We make back-ups of the personal details so that we can recover them in the event of physical or technical incidents;
We regularly test and evaluate our security measures;
Our staff are notified of the importance of protecting personal details.

Rights concerning your personal details

You have the right to access, correct or erase the personal details that you provided to us. You can also refuse to allow your personal details (or a portion of them) to be processed by us or by one of our processors. You also have the right to allow us to share the personal details you provided to us with yourself or, at your instruction, or to pass them on directly to another party. We may ask you for proof of your identity before complying with the aforementioned requests.

If we have permission to process your personal details on the basis of permission provided by you, you are always entitled to withdraw this permission.

Complaints

Should you have a complaint regarding the processing of your personal details, please get in touch with us. Obviously, if we are unable to reach a solution together, that would be bothersome. You always have the right to file a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens), the regulatory body that supervises privacy protection.

Questions

If you have any questions or comments after reviewing our Privacy Policy, please get in touch!

Contact details:

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