

Account 4

Privacy Statement

Account 4 BV
Naarden

General

During the processing of personal data **Account 4 BV** works conform the requirements of the applicable data protection legislation, like the General Data Protection Regulation (GDPR).

This means we:

- **clearly specify our purposes** before we process personal data, by using this privacy statement;
- **limit our collection of personal data** to only the personal data needed for legitimate purposes;
- first **ask for explicit permission** to process your personal data in cases where your permission is required;
- take **appropriate security measures** to protect your personal data and we demand the same from parties who process personal data on our behalf;
- **respect your right** to access, correct or delete your personal data held by us.

Your data is safe with us and we will always use it properly. In this privacy statement we explain what our company does with the data we have received about you. These come from you or (in the case of employees) from your employer.

If you have any questions regarding the processing of personal data, you can find our contact details at the end of this privacy statement.

Handling your assignment

When you request a quotation from us and/or place an order, we use your personal data to be able to handle it properly. Depending on the nature of the assignment, in any case of salary admini

stration, we can register the following personal data:

<p><u>Contact person:</u></p> <ul style="list-style-type: none"> - Name and address details - Contact details (phone/e-mail/mobile) - Billing address <p><u>Personnel:</u></p> <ul style="list-style-type: none"> - Birth date/-place - Nationality - Sex - Time / leave registration - Marital state 	<ul style="list-style-type: none"> - Name and date of birth partner - Partner contact details - Payroll tax statement - Financial data and IBAN number - Signature - Photo - Copy of ID-proof including BSN; - Content of the employment contract; - Possibly. data on wages - Wage garnishment data;
---	---

We need this information to implement the administrative services that we have agreed with you. We keep this information for the duration of our services. We keep certain customer data longer in connection with the statutory fiscal retention obligation.

Provision to third parties

We work with certain companies that may receive your above-mentioned personal data from us. We may work together with:

- Payroll administrator
- Tax Authority
- UWV

Providing data to third parties

Except for the parties necessary to deliver the above mentioned services, we do not under any circumstance provide your personal data to other companies or organizations, unless we are required to do so by law (for example, when the police demands access to personal data in case of a suspected crime).

Security

We take security measures to reduce misuse of and unauthorized access to personal data. We take responsibility in the security of your personal data. We renew our security measures to ensure safe storage of personal data and keep track what might go wrong.

Access, change and delete your data

If you have any questions or would like to know what personal data we have about you, you can always contact us. See the contact details below.

You have the following rights:

- **Right of access:**
you have the right to view the personal data that we process about you;
- **Right to rectification:**
you have the right to correct or supplement the personal data that we process about you if it is incorrect or incomplete;
- **Right to object:**
you can object to the processing of your personal data;
- **Right to erasure:**
you can request us to delete your personal data;
- **Right to data portability:**
if technically possible, you have the right to have the personal data that we process about you transferred to a third party;
- **Right to restriction of processing:**
in some cases you can request to limit the processing of your personal data (whether or not temporarily), which means that we process less data from you.

With your request, we may ask you to identify yourself by sending a valid identification, to ensure that you are the correct person to whom the personal data belongs. It is important that you protect your citizen service number and passport photo.

In principle, we will comply with your request within 30 days. However, this period may be extended for reasons related to the specific rights of data subjects or the complexity of the request. If we extend this period, we will notify you in good time.

Changes to this privacy statement

When our offer changes, we must also adjust the privacy statement. So always pay attention to the version date above and check regularly for new versions. We will do our best to notify you of any changes.

To file a complaint

If you want to submit a complaint about the use of your personal data, you can send an email to info@account4bv.com. We handle every complaint internally and communicate this further with you.

If you feel that we are not helping you in the right way, you have the right to file a complaint with the regulator. In the Netherlands, this is the Dutch Data Protection Authority (de 'Autoriteit Persoonsgegevens').

Contact details

Account 4 BV

Address:	Gooimeer 5 1411 DD Naarden
Chamber of Commerce:	32093604
E-mail:	info@account4bv.com
Telephone	035-6783384