

Privacy statement Amstone Tax Lawyers BV

Amstone Tax Lawyers BV (hereinafter referred to as: Amstone) is aware of the importance of a correct and adequate protection of personal data. We will handle your personal data with great confidentiality. We do not share personal data with third parties for marketing purposes. We will only share your personal data with other companies or institutions if this is necessary for the execution of our services, if we have received your permission for sharing your personal data, or if we are legally obliged to do so.

The term personal data means all information about an identified or identifiable natural person (hereinafter referred to as: the person concerned). In connection to Amstone, this will usually concern a (contact person of a) client, a supplier, an applicant or a participant in an event to be organized by Amstone.

In this privacy statement, the person concerned is informed about which personal data Amstone processes and which rights the person concerned has in connection therewith. This privacy statement is the most recent version (dated 1 March 2019) and can be changed from time to time without prior notice.

Processed personal data

Amstone processes personal data of clients for the benefit of the provision of services that have been agreed upon with the client. Such personal data may include: names, addresses, telephone numbers, email addresses, bank details and tax identification and social security numbers. These data are processed by Amstone inter alia for purposes of carrying out the assignment, storing data in the client file and in connection with the invoicing process. Further, personal data may for example also be processed in correspondence and agreements with the tax authorities and other governmental institutions.

Amstone processes personal data from contact persons of suppliers who deliver goods and services to Amstone. These personal data include names, telephone numbers and email addresses of the contacts concerned. Amstone processes these data at the start of the relationship with the supplier and at the change of the (details of the) contact person.

Amstone processes personal data of applicants in connection with its recruitment policy. Personal data of applicants include application letters, CVs, grade lists, internship assessments and references. These details are processed by Amstone when receiving applications and subsequent follow up activities.

Amstone processes personal data in connection with registration at events (such as seminars, informal receptions and educational courses). These personal data mainly concern names, telephone numbers and email addresses and are processed by Amstone when confirming the registration, keeping the person concerned informed about the event, at presence registration and when sending a proof of participation.

Basis

The processing of personal data of clients is necessary for the execution of the agreement with the client, and to comply with the legal obligations that apply to Amstone, for example arising from different tax laws and the Anti-Money Laundering and Counter-Terrorist Financing Act.

The processing of personal data of applicants takes place on the basis of the consent of the person concerned, because he/she provides personal data on his/her own initiative (or through an intermediary authorized for that purpose by the person concerned). The processing of personal data of suppliers takes place in the context of an adequate execution of the agreement with the supplier and of participants in events in connection with the efficient organization of the event.

Storage period

Amstone does not store personal data of clients, contact persons of suppliers and participants of events longer than necessary for the aforementioned purposes of data processing, or longer than required by law and regulation. If an applicant is not hired, the relevant personal data will be removed or destroyed within four weeks.

Transfer of data to third parties

Amstone will only provide personal data to a third party if there is a legal obligation to do so. In addition, Amstone will only share personal data with third parties if this is necessary for providing the service (with due observance of the aforementioned purposes) and, if necessary, with the permission of the person concerned. In this regard, it may for example concern correspondence with the tax authorities or (the adviser of) a counterparty of the client, the engagement of an expert for the benefit of an advice, (due diligence) report or tax return, a civil-law notary for drafting a notarial deed, or a lawyer for drafting a contract.

Amstone will conclude a processing agreement with any third party that processes personal data on behalf of, and engaged by Amstone (for example bookkeepers, accountants, payroll administrators and external software suppliers), on the basis of which an adequate handling of personal data is assured. Third parties engaged by Amstone who themselves can be held accountable for processing data, have their own responsibility for (further) processing the personal data.

Security

Amstone has taken appropriate measures against the loss of personal data. All partners and employees of Amstone work within a secured ICT environment, which is monitored on an ongoing basis by an external ICT specialist. Measures have been taken to prevent the leakage of data and the office building is adequately secured. Furthermore, printed e-mails and documents that are not stored in a (paper) file are stored in separate containers that are destroyed by a certified company.

Rights of the person concerned

A person concerned has the right to request Amstone to view, rectify and/or remove his or her personal data and to object to the processing thereof. A request for this can be submitted by email to the contact person below. There may be legal reasons on the basis of which Amstone cannot, or only partially, comply with the request.

Contact

Questions or comments regarding this privacy statement can be addressed to Dennis Langkemper via dennis.langkemper@amstone.nl.