



STPTAX

PRIVACY STATEMENT 2023

Privacy statement STP Tax

Personal data is collected and cookies placed via www.stp.nl (hereinafter referred to as 'the website'). Privacy is of great importance to Sajat Telting & Partners B.V. (hereinafter referred to as: 'STP Tax'). We therefore abide by privacy legislation and regulations. This means that your data is safe with us and that we always process it properly. Below we set out exactly how we do this, what personal data we collect from you and to what ends.

Use of personal data

When you access our website, we receive certain data from you. This could be personal data. We retain and use exclusively the personal data provided by you directly in the context of the service you request (for example via the contact form on the website) or where it is clear that you are providing the data to us for processing. We will not use your personal data for other purposes unless we have your prior consent or we are permitted or are required to do so under the law or the agreement. To provide you with the best possible service, in certain cases it is necessary for STP Tax to use your personal data. STP Tax uses your personal data to:

- grant access to our website and its security;
- contact you if you request us to do so;
- offer our account environment (possibly in the future);
- carry out our services, accompanying agreements and transactions;
- inform you of the services that it offers to its existing and potential clients;
- send the newsletter if you have subscribed to it;
- where necessary uncover unlawful conduct in relation to STP Tax, its clients and its employees;
- using cookies:
 - to use the functionalities on our website;
 - to obtain an insight into the use of our website;
 - to make the internet service more interesting by showing adverts that match your interests (tracking cookies).

Contact form

You can use the contact form to ask us questions or submit requests. You are required to enter your e-mail address and a message on the form. We retain this information until we have contacted you and answered your question. If the response to your question leads to us providing additional services, we will ask you to provide the personal data necessary and will retain and process it in the context of our services.

Newsletter

To send our newsletter, we process your name and e-mail address. We send you these newsletters only if you have given us permission to do so. We will retain the data we process for this purpose until you unsubscribe from the newsletter or for up to one year after the last newsletter we sent you.

Services

We offer a range of services. Below is a general overview of the services we offer, the data we process and the retention periods we apply. **Please be aware:** there may be departures from this privacy statement given that we can make separate agreements with you. You can contact us with any specific questions you have.

Tax returns

To prepare your tax returns, we process your name and address, contact details, income data, company data, VAT number, citizen service number and all other financially relevant information. We do this to carry out an agreement we have entered into with you. In principle, we will retain this data for up to seven years after the end of the financial year to which the tax return related, or for as long as required under the tax and other legislation of foreign states, which legislation applies to the tax return/returns in question and/or if we require this data for longer in the context of pending legal proceedings or if we have made alternative arrangements with you.

Advisory practice

We can advise you on a variety of topics and issues. The data we receive from you for this purpose can therefore vary widely. We process the data we receive from you for this purpose solely to give good legal advice and retain this data in principle for up to seven years after the end of the financial year to which the return related, or for as long as required under tax and other legislation of foreign states, which legislation applies to the tax return/returns in question and/or if we require this data for longer in the context of pending legal proceedings or if we have made alternative arrangements with you.

Retention periods

We do not retain your personal data for any longer than is necessary to achieve the goals referred to in these privacy statement and that the law prescribes.

We retain the data of existing and future clients in any case for a period of seven years after the last client contact, the end of the agreement or termination of services. In addition, client data can be retained for longer if necessary for STP Tax in connection with its defence in the case of a dispute and/or if there is a statutory obligation on STP Tax to retain the personal data for longer than the aforementioned retention period.

Confidentiality and disclosure to third parties

We treat your personal data confidentially. We do not disclose the personal data we collect to third parties for the direct marketing purposes of these parties. We disclose your personal data to other business or institutions only if it is necessary to carry out the agreement (such as the Tax Office, law firms or other service providers) if we have received your permission to do so or if we are obliged to do so by law or have a legitimate interest in doing so.

To provide our services, we work with:

- External ICT providers;
- The parties that deliver cookies

We have entered into a processing agreement with these businesses where necessary to ensure that they treat your data with due care.

Data security

STP Tax uses careful security procedures to protect the processed data, including to prevent unauthorised individuals from gaining unintended access to this data. This is how we ensure that only the necessary individuals have access to your data and that the access to your personal data is protected.

Cookies

We use cookies on our website. You can find our cookie statement on our website www.stp.nl.

Third-party cookie statements/privacy statements

This privacy statement and the cookie statement of STP Tax do not apply to third-party websites, even if STP Tax has placed a hyperlink or link on its website to these other websites (e.g. social media). STP Tax accepts no responsibility and liability whatsoever in relation to how these third parties deal with personal data and cookies. We recommend that you consult the privacy and cookie statements of these websites before you visit them.

Your rights

STP Tax processes your personal data. You have the following rights:

- To receive an explanation of which personal data we have and what we do with it;
- To access the precise personal data we have;
- To correct any mistakes;
- To remove obsolete personal data;
- To withdraw permission;
- To object against a specific use;
- Portability of data.

If you have any questions about this, you can always contact us via the contact form, by e-mail via info@stp.nl, or telephone on + 31 (0)88-5060600 from Mondays to Fridays between 9 am and 6 pm. To prevent fraud, we can ask you to provide identification.

The best and most practical option, however, is to remove your browser cookies. Resetting your browser suspends the processing of your personal data (see also the cookie statement below under point 1 “refuse cookies”).

Transfer of data outside the European Economic Area

Any personal data we process as a result of the services we offer is not transferred to countries outside the European Economic Area (“EEA”). Personal data processed as a result of installing cookies is provided to countries outside the EEA in a number of cases, albeit only to countries and parties with which we have agreements, so that your personal data is as well protected as if it had remained within the EEA.

Changes in this privacy statement

This privacy statement can be amended from time to time, for example, because of a change in legislation and regulations. You can always find the most recent privacy statement on the website. We therefore recommend consulting this statement regularly so that you are aware of any changes. Changes to the privacy and cookie statement apply when the changes have been published. You can find the date of the privacy statement below.

File a complaint

We are of course happy to help you further if you have a complaint about the processing of your personal data. Under privacy legislation, you are also entitled to file a complaint against how we process your personal data with the Dutch Data Protection Authority. You can [contact](#) the Dutch Data Protection Authority to do this.

Contact details

If you have any further questions, or would like to know what personal data we keep for you, please contact us using the following contact details:

Name:	STP Tax Lawyers B.V.
Address:	Claude Debussylaan 42 1082 MD, Amsterdam
Chamber of Commerce no.:	34289463
E-mail:	info@stp.nl
Telephone:	+ 31 (0)88 5060600

Amsterdam, June 2023