

## Privacy and Cookie Statement

Through [www.scribes-tax.com](http://www.scribes-tax.com) (“**the website**”) personal data are collected and cookies are placed. For Scribes Tax lawyers<sup>1</sup> (“**Scribes Tax lawyers, we, us**”) privacy is of great importance. In this Privacy and Cookie Statement (“**Statement**”) we describe what personal data we collect and use from you, for what purposes that happens and with which parties we share your data. In addition, this Statement contains important information about your rights regarding the processing of your personal data. We advise you to read this Statement carefully.

The most current Statement can be found on our website. We will inform you about any amendments to the privacy policy.

### Use of personal data

When you are using our website, we obtain certain information from you. That may be personal data. We only retain and use the personal data that you provide directly, within the framework of the service you request (for example via the contact form), or of which it is clear that they are provided to us for processing. We will not use your personal data for other purposes, unless you have given prior consent to do so, or unless we may or must do so pursuant to the law or the agreement.

In order to provide you with the best service, Scribes Tax lawyers needs to store your personal data in certain cases. We use your personal data for:

- providing access to our website and the security thereof;
- contacting you, if you so request;
- the execution of our services to you as a client, associated agreements and transactions;
- because you are a different relation of us;
- sending the newsletter, if you have registered for this;
- if necessary, identifying unlawful behaviour with regard to Scribes Tax lawyers, its relations and its employees;
- using cookies:
  - using the functionalities on our website;
  - gaining insight into the use of our website;
  - to share information on this website via social media.

### Contact form

By means of the contact form you can ask us questions or make requests. In doing so, you must enter your name, telephone number, e-mail address, organization, subject and message. We keep these data until we have contacted you and have answered your question.

### Newsletter

To send our newsletter, we process your name, gender and email address in our customer relationship management system (CRM system). We will only send you these newsletters if you have authorised us to do so. We will retain the data we process for this purpose until you have unsubscribed from the newsletter or a maximum of one year after we last sent you a newsletter.

### Services

We offer various forms of services. A general overview of these forms, the data we process for this purpose and the storage periods that we use can be found below. We note that it is possible that there are deviations from this Statement, since separate agreements can be made on this with you. You can contact us with concrete questions about this.

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<sup>1</sup> Scribes Tax lawyers is a trade name of Scribes B.V.

## Storage periods

We do not retain your personal data longer than is necessary to achieve the purposes mentioned in this Statement. Thereby we use the following table:

Type of data	Storage periods
Contact details website visitors	Up to one year after dealing with contact
Cookies website	Depending on the cookies used between immediately after end of website visit and up to one year thereafter.

## Confidentiality & provision to third parties

We deal confidentially with your personal data. We do not provide the personal data we collect to third parties for direct marketing purposes of these parties. We will only provide your personal data to other companies or institutions if this is necessary for the execution of the agreement (such as Tax Authorities), if we have received your consent thereto or we are legally obliged to do so.

For the benefit of our Service we work together with:

- External ICT-service providers;
- Administration and accountancy firms;
- Consultants;
- The parties that supply cookies, see below.

We have entered into a data processing agreement with these companies to ensure that they handle your data carefully.

## Cookies

Cookies are used on this website to enable functionalities of the website and to protect the website. Cookies are small information files that can automatically be stored on or read from your device when you visit a website (including a PC, tablet or smartphone). This is done via the web browser on the device. The information that a cookie obtains about your use of the website can be transferred to the secure servers of Scribes Tax lawyers or those of a third party.

Cookies are used on our website to:

- enable functionalities of the website and to protect the website (*technical or functional cookies*);
- analyze the use of the website and to improve the website on the basis thereof (*analytical cookies*);
- make it possible to share our website via social media (*social media cookies*).

## Technical or functional cookies

The main purpose of cookies is to save you time and effort. For example, if you adapt a web page to your personal preferences or if you navigate in a website, cookies will remember the chosen settings and preferences for future use. When you return to the website later, the previously entered data can be retrieved by the cookies, so that you can simply use the possibilities of the website as you have previously set.

## Analytical cookies

In addition, cookies are used on this website to track statistics, so that we can gain insight into the use of our website and the effectiveness of our campaigns.

## **Social media cookies**

To make it possible for you to share our information on this website via various social media channels, we use cookies.

## **Enabling and disabling cookies**

In your browser, you can set the cookie to be accepted only when you consent. For more information, see the manual for your web browser.

## **Removing cookies**

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

## **Data protection**

Scribes Tax lawyers uses careful security procedures for the protection of the processed data, among other things to prevent unauthorized unintentional access to these data. This way we ensure that only the necessary persons have access to your data and that access to your personal data is protected. For this we use at least a TLS connection.

## **Links to other third party websites**

Our website may contain links to other websites. This Statement does not apply to websites of third parties that are connected to our website by means of links. We can not guarantee that these third parties handle your personal data in a reliable or secure manner. We therefore recommend that you read the privacy policy of these websites before using these websites.

## **Your legal rights**

If you have questions or want to know what personal data we have of you, you can always contact us. You can do this by contacting us via the contact form, sending us an email via [info@scribes-tax.com](mailto:info@scribes-tax.com), or by contacting us by telephone at +31 (0) 20 84 58 358 on Monday through Friday between 9:00am and 5:00pm.

You have the following rights:

- to receive an explanation of what personal data we have and what we do with it;
- access to the exact personal data we have;
- to have errors rectified;
- to have obsolete personal data removed;
- to withdraw consent;
- to object to a specific use;
- portability of data.

Please note that you should always clearly state who you are, so that we can be sure that we do not alter or remove data relating to the wrong person.

## **Privacy and Cookie Statement**

We reserve the right to adjust this Statement. Modifications will be published on our website [www.scribes-tax.com](http://www.scribes-tax.com). It is therefore advisable to consult this Privacy and Cookie Statement regularly, so that you are aware of any changes.

## **Lodging a complaint**

Of course we will gladly help you further if you have any complaints about the processing of your personal data. Under the privacy legislation you also have the right to lodge a complaint with the Data Protection Authority against our processing of your personal data. For this you may [contact](#) the Data Protection Authority (“Autoriteit Persoonsgegevens”).

## Contact details

If you still have questions, or want to know what information we keep about you, please contact us using the contact details below:



Office address:	Keizersgracht 241, 1016 EA, Amsterdam
Chamber of Commerce:	69967652
E-mail address:	<a href="mailto:info@scribes-tax.com">info@scribes-tax.com</a>
Telephone number:	+31 (0) 20 84 58 358