

DolkHesper Privacy Policy

This Privacy Policy applies to the website and services provided by DolkHesper Amsterdam B.V. and Stockholm Business Support AB ("DolkHesper").

DolkHesper takes your privacy very seriously and we are committed to protecting your personal data (any information from which you can be identified) in accordance with this privacy policy. The policy explains what personal data DolkHesper collects and how we use that information. It also explains your choices surrounding your personal data, including how you can access and update your information and object to certain uses.

We reserve the right, at our sole discretion, to amend and update this policy from time to time. We therefore invite you to review the current version of the policy when you return to our site.

This privacy policy covers the following:

- Why do we collect and use personal data?
- What data do we collect?
- When do we share data with external parties?
- How do we store your data?
- How do we use cookies?
- What are your data protection rights?
- Changes to our privacy policy
- How to contact us

Why do we collect and use personal data?

DolkHesper provides a number of services to companies wishing to expand internationally, including HR, legal, financial and tax-related services. As part of these services, we for example provide payroll services and assist with invoicing and payments, company registrations, contracts and other legal documents. We only obtain, store and process personal data in accordance with the purpose for which it is received.

The reasons why DolkHesper stores and processes data include:

- to fulfil your request or provide you with the information you have requested,
- to be able to carry out the requested services, such as bookkeeping and accounting, legal, payroll and HR services
- To comply with legislation such as the EU anti-money laundering regulations

If you have applied for a job at DolkHesper, your data will be processed for the purposes of evaluating and processing your application and candidacy for the position for which you have applied.

What data do we collect?

DolkHesper collects personal data from you when you request information from us and/or supply information through our website, such as when you fill out a consulting inquiry, and when you conclude a Service Agreement with us or apply for a position at DolkHesper.

The personal data we collect may include your name, e-mail address, title, occupation, company, industry, region/country, reason for contacting DolkHesper, topics you are interested in, any other background information provided with an inquiry form or application, and any other information contained in messages you send us. When you enter into a Service Agreement with DolkHesper, the personal information we collect also includes copies of passports of the UBOs and directors and copies of utility bills.

When you apply for a job at DolkHesper, the personal information we collect also included copies of passport, bank account details, copies of references and CVs.

We keep the collection and processing of data to the minimum necessary to perform our services.

When do we share data with external parties?

We may share personal data with external parties if it is necessary to perform our services to you (for example when requested by the Chamber of Commerce for the registration of the director and the ultimate beneficial owner (UBO) or for the purpose of administrating the payments of salaries or invoices). When services are provided through the use of external parties, such as lawyers, tax advisors, real estate and insurance brokers, banks, accountants and auditors, we will only share personal data after obtaining your consent.

We may also share personal data if we are legally required to do so by law enforcement authorities or governmental bodies, such as the Financial Supervision Office (Bureau Financieel Toezicht), the Fiscal Information and Investigation Service (FIOD), the Ministry of Finance, or other public authorities.

DolkHesper will not sell or share the personal data we obtain to third parties for their own use or uses other than those described in this policy.

How do we store your data?

DolkHesper has implemented appropriate technical, physical and organizational security measures in order to protect your personal data from loss, misuse, alteration, or destruction.

Personal data is stored in a secure electronic and physical environment to prevent unauthorized access to and use of personal data. The security measures also include measures such as end-point management and limiting personnel and third parties' access to the information strictly necessary to perform their tasks and services.

DolkHesper continuously reviews its security measures and implements additional technical, physical or organizational security measures where appropriate.

DolkHesper only keeps your personal data as long as necessary. This means we only keep your personal data for the period necessary to perform our services and for a period of one year thereafter. Once this period has expired, we will delete the personal data we keep in physical and electronic format.

Cookies

DolkHesper does not use cookies on the website and does not collect information from you automatically through cookies or similar technologies.

What are your data protection rights?

We would like to make sure to inform you that you may be entitled to certain rights regarding the personal data DolkHesper keeps about you. For instance, you may have the right to request access to your information, receive information about how we use it and request that we correct inaccurate or out-of-date information about you.

You are entitled to:

- request us for copies of your personal data,

- request us to correct any information you believe is inaccurate and complete any information you believe is incomplete,
- request us to delete your personal data under certain conditions,
- request us to restrict the processing of your personal data under certain conditions,
- object to our processing of your personal data under certain conditions,
- request that we transfer the data that we have collected to another organization, or directly to you under certain conditions.

If you would like to exercise any of these rights, please contact us by using the contact details provided below.

How to contact us

If you have any questions about our privacy policy, the data we store about you, or if you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email: kathy.dolk@dolkhesper.com

Telephone number: +31 20 2502333

Address: De Ruyterkade 5, 1013 AA Amsterdam, The Netherlands