

# Privacy Statement - MARGIT Administration & Accounting

## Introduction

MARGIT Administration & Accounting (hereinafter: "we," "us," or "our") places great importance on the protection of your personal data. In this privacy statement, we inform you about how we handle your personal information in accordance with the General Data Protection Regulation (GDPR).

## Company Information

- Company Name: MARGIT Administration & Accounting
- Chamber of Commerce Number: 51040476
- VAT Number: NL002447681B32
- Registered Address: 's-Gravelandseweg 258, 3125 BK SCHIEDAM, Netherlands
- Owner: Margit van de Reep
- Contact: [mvdreep@margitadministratie.nl](mailto:mvdreep@margitadministratie.nl)

### 1. What personal data do we collect?

We collect and process the following personal data:

- Name
- Email address
- Phone number
- Address details
- Other information you provide us via our contact form or other communications.

### 2. Purposes of data processing

We process your personal data for the following purposes:

- To carry out administrative and accounting tasks.
- To maintain contact with you.
- To send information and updates regarding our services.
- To comply with legal obligations.

### 3. Retention period

We do not retain your personal data longer than necessary for the purposes for which we process your data unless we are legally required to keep your data for a longer period.

### 4. Sharing personal data

We do not share your personal data with third parties unless this is necessary for the execution of our services or we are legally obligated to do so.

### 5. Security of personal data

We take the protection of your personal data seriously and have implemented appropriate technical and organizational measures to prevent loss or unlawful processing of your data.

### 6. Your rights

You have the following rights regarding your personal data:

- The right to access your personal data.
- The right to rectify inaccurate data.
- The right to deletion of your personal data.
- The right to restrict the processing of your data.
- The right to object to the processing of your data.
- The right to data portability.

If you wish to exercise any of these rights, please contact us using the contact information above.

7. **Changes to this privacy statement**

We reserve the right to change this privacy statement. We recommend that you regularly review this statement to stay informed of any changes.

8. **Contact**

If you have any questions about this privacy statement or the processing of your personal data, please feel free to contact us at [mvdreep@margitadministratie.nl](mailto:mvdreep@margitadministratie.nl).