

Privacy and cookie statement

Tofleven, established at Rondweg 25, 7468 MD Enter, the Netherlands, registered with the Chamber of Commerce under number 42125970 and with VAT identification number NL005515057B42, attaches great importance to protecting the personal data and privacy of website visitors and clients. This privacy and cookie statement explains which data we process, why we process it and how our website uses cookies.

1. Data controller

Tofleven, operated by Gérita de Wilde, is the controller responsible for the processing of personal data described in this statement. For questions or requests about privacy and data protection, please contact info@tofleven.nl.

2. Which personal data do we process?

We process the following personal data:

- name and contact details, such as your first and last name, email address, telephone number and address;
- information you submit through the contact form, such as the selected subject and your message;
- correspondence when you contact us;
- client file and invoice data to the extent required for our services and administration.

3. Purposes and legal grounds for processing

We process personal data where necessary to perform a contract, comply with a legal obligation, pursue a legitimate interest or, where applicable, on the basis of consent.

We use the data to contact you, provide our services, maintain client files and administrative records, keep the website secure and functioning properly, and comply with legal obligations.

4. How long do we retain personal data?

We do not retain personal data longer than necessary for the purposes for which it was collected, unless a legal obligation requires a longer retention period.

- Invoice and payment data: 7 years due to tax retention requirements.
- Correspondence: no more than 2 years, unless a longer period is necessary for our services or to comply with a legal obligation.

5. Sharing personal data with third parties

We share personal data with third parties only when this is necessary to provide our services or when we are legally required to do so. This may include hosting and cloud providers and public authorities where required by applicable laws and regulations.

6. Security of personal data

We take appropriate technical and organisational measures to protect personal data against unauthorised access, loss or misuse. These measures include encryption where appropriate, access restrictions, backups and security updates.

7. Your rights

To the extent provided by law, you have the following rights:

- the right to access the personal data we process about you;
- the right to rectify inaccurate or incomplete data;
- the right to request erasure of personal data;
- the right to restrict processing;
- the right to data portability;
- the right to object to processing based on a legitimate interest.

You can submit a request to info@tofleven.nl. We will respond within 30 days.

8. Use of cookies

The website currently does not place analytics or marketing cookies and does not use Google Analytics. Only strictly necessary technologies may be used for website security and technical operation. If Tofleven wishes to use analytics or marketing cookies in the future, this statement will be updated beforehand and consent will be requested where required.

9. Changes to this statement

We reserve the right to amend this privacy and cookie statement. Changes will be published on our website. We recommend checking this statement regularly.

10. Contact details

Tofleven
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