

INFORMATION

Processing of your personal data as a client at Redmark



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We are the data controller – how to contact us?

Redmark, Godkendt Revisorpartnerselskab (hereinafter referred to as "Redmark") is the data controller for the processing of the personal data, as received by you.

The contact details vary depending on which of our departments you are associated with, and is shown on the final page.

The contact details of the main office are:
Redmark, Godkendt Revisorpartnerselskab
Hasseris Bymidte 6
DK-9000 Aalborg
VAT no. 29 44 27 89
Tel. +45 98 18 33 33
E-mail: aalborg@redmark.dk

The purpose and legal basis for the processing of your personal data

Redmark collects and processes a number of different personal data in order to service you as a client. The purpose of the processing is to solve the task you have presented us with.

The processing of your personal data is based on article 6 (1), (b) and (c) of the Data Protection Regulation as well as § 11 of the Danish data protection law.

As per chapter 3 of the Danish anti-money laundering and financing of terrorism law, we are obligated to obtain a copy of your driver's license or passport, as well as a copy of your social security card as proof of your identity, as to why we have to process this information about you.

Categories of personal data

We process the following personal information about you:

- Contact data, such as full name, address, telephone number and e-mail.
- Statistical data (date of relation start, company type, branch, contacts in Redmark etc.)
- Social security number
- Personal tax information
 - *Personal income information (income, deductions, assets etc.)*
 - *Tax declarations, tax assessment notice, preliminary income assessments*
 - *The tax authority's tax information (R75)*
 - *Information regarding assets (properties, cars, securities, bank deposits, debt etc.)*

Recipients of your personal information

As we provide our service to you as a client at Redmark it is often a part of the given task to share (report) personal data to authorities such as the Danish Tax Authority, the Danish Business Authority etc., and some service providers such as a payroll agency, online accounting etc. The processing is performed as a part of our agreement regarding solving the task given by you.

In addition to the above, we do not share your information with any third parties without your consent.

Regarding payroll administration

If you assign Redmark to do payroll administration for you Redmark becomes data processor and you become data controller. In this case a data processing agreement is to be made between you and Redmark. The data processing agreement is a part of your agreement with Redmark regarding payroll administration and describes purpose and our obligations towards you, among other things. The data processing agreement will be provided to you by your contact at Redmark.

Transfer of your personal data to third countries and international organizations

Redmark will not transfer your personal information to recipients outside the European Union and the EOS.

The source of your personal information

When we provide our service to you, we receive different documents from you as our client. These documents are stored in a physical and digital file. In the documents received from you, personal information will typically be found and while processing your inquiry/case more personal information will occur i.e. from your other advisors, authorities, or as public accessible information Redmark collects.

Storing of your personal data

Your personal data is stored at an external data facility by the IT supplier of Redmark under proper security and control measures. Redmark has made a data processing agreement with the external IT supplier and supervises the supplier's compliance with the agreement.

We will only store your personal data regarding you as a client as long as necessary for us to have the personal information. In the common interest of both parties, we store the personal data in an active client relation in the time the relation is active with an addition of 5 years due to legislation.

If your client relation is terminated, we generally delete the personal information and all other information regarding the relation no later than 5 years after the termination.

The right to withdraw your consent

You can always withdraw your consent to the processing of your personal data. This is done by contacting us using the contact details provided under point no 1.

If you should choose to withdraw the consent of the processing of your personal data, this will not affect the legality of the processing made before and up to the point of you withdrawing your consent. If you withdraw your consent, it therefore only takes effect from this point.

Your rights

Under the Data Protection Act you have a number of rights in relation to our processing information about you.

If you want to exercise your rights, you must contact us.

Right to see information (access)

You have a right to gain access to the information that we process about you and some further information.

Right to rectification (correction)

You have the right to have rectified incorrect information about you.

Right to erasure

In very special cases, you have the right to have erased information about you before the time of our ordinary general erasure.

Right to restriction of processing

In certain cases, you have a right to have restricted the processing of your personal data. If you have a right to have the processing restricted, in the future we may only process the information – except for storage – with your consent or for the purpose of determining, relying on or defending a legal claim or to protect a person or vital public interests.

Right to objections

In certain cases, you have a right to object to or otherwise lawful processing of your personal data.

Right to transmit information

In certain cases, you have the right to receive your personal information in a structured commonly used and machine-readable format, and to have this personal information transferred from one data controller to another without hindrance.

You can read more about your rights (in Danish) at www.datatilsynet.dk.



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