



Data Protection Declaration of Troschel Treuhand & Beratungs GmbH

1. Introduction

Troschel Treuhand & Beratungs GmbH attaches great importance to the respectful handling of personal data (data by which a natural person can be directly or indirectly identified) and it is important to us to protect the privacy of all customers and business partners and to protect sensitive data.

This data protection declaration is intended to transparently explain to you how we handle this personal data with regard to its use, collection and disclosure.

2. Responsibility

Troschel Treuhand & Beratungs GmbH processes personal data provided to us by the person themselves or by third parties associated with them (employers, insurance companies, authorities or similar) in the context of our cooperation or generated by our activities. We are responsible for this data.

If you have any questions about specific data or data protection in general, you can contact Troschel Treuhand & Beratungs GmbH, Bünishoferstrasse 170, 8706 Meilen, Switzerland.

3. Data Collection

The personal data under our responsibility is partly provided to us directly by the persons concerned or indirectly by third parties associated with them if it is communicated to us in the context of our services or transmitted when a potential service is requested. This includes, for example, names, dates of birth, tax data or employment relationships. If necessary, we also collect data directly from registers, websites or similar. Furthermore, new personal data is created in the course of our services. These include, for example, wage data or tax data.

4. Use of Data

We use the personal data entrusted to us mainly for the provision of accounting and advisory services, payroll and personnel administration and the preparation of tax returns and for the related documentation and accounting.

5. Disclosure of Data

In the course performing of our services, it may become necessary to pass on the personal data described to third parties. These include, for example, insurance companies, tax authorities, auditors or employers who are in direct contact with the person concerned. Only the personal data that is absolutely necessary for the service of the third party will be passed on.

6. Localisation

All personal data under our responsibility is processed and stored in Switzerland. However, it may be necessary to pass on personal data to third parties who process and store it abroad, including in countries whose data protection laws do not comply with Swiss law. This is also only possible in the course of agreed services that are directly connected with the data subject.

7. Data Retention and Processing

We retain personal data entrusted to us in the course of our services for as long as it is necessary for processing or for as long as we are legally obliged to retain it. Personal data is protected against both digital and physical unauthorised access by third parties to a reasonable and proportionate extent. Loss and unauthorised modification of personal data are also prevented. When personal data is transferred by employers, it is the employer's duty to inform employees of our processing of their data.

We are entitled to process personal data within the scope of our services and also within the scope of legal documentation and retention obligations.

8. Digital Data

In the course of our services, we use external, cloud-based processing platforms. The servers of our IT service providers are generally located in Switzerland. Furthermore, we use digital communication channels such as e-mail. We draw attention to the associated data protection risks but point out that special security precautions can be requested.

9. Rights of Data Subjects

The scope and content of the stored personal data can be requested by the data subject and he or she has the right to request information regarding the purposes of the data processing. They may also request the transfer or transmission of data. Furthermore, they have the right to correct, delete or restrict the processing of personal data. The person has the right to object to the processing of his/her personal data. Finally, the individual has the right to seek redress from a competent supervisory authority.

It should be noted that these rights provide for certain conditions and exceptions. In cases where the processing or retention of personal data is lawful or legally necessary, we may refuse requests to exercise these rights. Accordingly, despite requests to delete data or requests to restrict processing for legal reasons, we may have to continue to retain or process such personal data without restriction.

If you wish to exercise these rights, you can contact us at info@troschel.ch or write to us by post to Troschel Treuhand & Beratungs GmbH, Bünishoferstrasse 170, 8706 Meilen.

10. Validity

Consent on the part of the clients, their staff or their contact persons to the data protection declaration is not necessary. This data protection declaration serves exclusively to provide transparent information on the use and handling of personal data by Troschel Treuhand & Beratungs GmbH. Troschel Treuhand & Beratungs GmbH reserves the right to unilaterally adapt the content of the aforementioned data protection declaration at any time and without notice. If this is relevant to you, we recommend that you regularly read the data protection declaration on our website.