

Privacy Policy

This privacy policy provides information about privacy practices and personal data processing principles in relation to the website www.accountinglatvia.lv and the services provided by Accounting Latvia, SIA (Reg. No 42403015285). If you have any questions regarding data processing, please send an email to birojs@accountinglatvia.lv or call +371 25100206.

1. Information data obtained

We obtain personal data that you voluntarily provide to us via e-mail, when placing an order, when disclosing information in person, and in other direct communication with you. When requesting a quote or making an appointment to visit our office, you must provide your first name, last name, contact information (e-mail, phone number) and other information you wish to provide in order to receive the most comprehensive and competent response possible.

2. Personal data processing, or what we do with your personal data

We process your personal data in a fair and lawful manner, in accordance with the requirements set out in both Latvian and European Union legislation. We will only process your personal data if you agree to us processing it. We obtain your personal data in several ways, e.g. electronically, verbally, in person. The method of obtaining personal data depends on the type of communication (electronic, verbal or in person). By processing your payment information, we ensure that we can fulfill our contractual obligations to you. As we process your personal data in good faith and in accordance with the law, we inform you about the processing of your personal data. We may use the personal data obtained to provide you with the services and information you have requested, process your orders and prepare the necessary documents, provide you with effective customer support, help prevent threats or fraudulent activities, and comply with regulatory requirements. We may disclose your information to third parties in order to comply with regulatory requirements, cooperate with supervisory authorities, help prevent criminal activity, and protect our, your, and other persons' legal rights.

3. Data security

In order to ensure that your personal data is processed by persons who are authorized to do so, we assign access rights in accordance with job responsibilities and monitor to ensure that your personal data is protected. Our employees are informed about the requirements for processing personal data. Employees are prohibited from disclosing personal data obtained in the course of their work duties even after the termination of their employment relationship, unless it is necessary for the performance of their work duties and is provided for by regulatory enactments. Employees process your personal data only for the purposes specified in this Privacy Policy. If you suspect that a personal data breach has occurred, please report it to birojs@accountinglatvia.lv.

4. Personal data retention period

We retain your personal data for as long as we need it for the purpose for which it was obtained and as permitted or required by regulatory requirements.

5. Use of cookies

When you visit our website <https://www.accountinglatvia.lv>, we use cookies to personalize content and ads, provide social media features, and analyze our traffic. Necessary cookies help make the website usable by providing basic functions such as page navigation and access to secure areas of the website. The website cannot function properly without these cookies. We do not collect any personal data from you on this page, except for information that you voluntarily provide (e.g., by sending us an email). Any information you provide in this way is not accessible to third parties and will only be used for the purposes for which you provided it. Technical details relating to visitors to this website are recorded by our Internet service provider for statistical purposes. No information is used by us to identify users of the website.

The Accounting Latvia, SIA website may set the following cookies:

Functional cookies. These cookies are necessary for you to navigate the website and use its features. Without these cookies, we cannot provide the services you request, such as the functionality of the online store shopping cart.

Google Analytics cookies. These cookies are used to obtain statistics on visits to our website. We use this information to improve the performance of the website and advertising activities.

Targeted advertising tool cookies. These cookies are used to increase the effectiveness of advertising and to display advertisements that are most likely to interest you.

Third-party service provider cookies. Cookies may be set by the following third-party services used on this website: Facebook Like button, YouTube videos, Instagram. Some of these cookies may be used to track your activities on other websites, and we cannot control them because they are not set by our website.

6. Opting out of cookies

To opt out of receiving cookies, you can use the private browsing mode provided by most browsers (private window, incognito window, or InPrivate window). Any cookies created while in private browsing mode are deleted as soon as you close all browser windows.

To opt out of the collection and use of information for targeted advertising, you can use the free tools Your Online Choices or YourAdChoices.

7. Your rights in relation to your personal data

If you are a data subject under the EU GDPR (e.g., you are an EU citizen and provide us with your personal data), you have the following rights in relation to your personal data:

Right of access. You have the right to receive information about why and how your personal data is being processed. You have the right to receive a copy of your personal data held by us in a widely used electronic format free of charge.

Right to rectification. You have the right to have inaccurate or incomplete personal data rectified or completed without undue delay.

Right to be forgotten. You have the right to withdraw your consent to the processing of your personal data and to have your personal data deleted without undue delay as soon as the data is no longer necessary to provide the services you have requested and to comply with regulatory requirements.

Right to restrict processing. You have the right to obtain restriction of processing of your personal data if you object to it and we have no legitimate grounds to continue processing, if you contest the accuracy of the data, if the processing is unlawful, or if you request to establish, exercise, or defend legal claims.

Right to object. You have the right to object to the processing of your data at any time, unless it is necessary for a task carried out in the public interest or there is an overriding legitimate basis for the processing. Other rights under the GDPR. For more information, visit the EU data protection website.

8. Changes

We will update the Privacy Policy if there are changes in the processing of personal data or if regulatory acts impose other requirements. Changes to the Privacy Policy will be available on our website <https://www.accountinglatvia.lv>.