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AVG 2018 PRIVACY STATEMENT

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Govert van Ginkel > Bridging Spaces
located at Vrekenhorst 50, 3905VL Veenendaal,
is responsible for the processing of personal data as shown in this privacy statement.

Contact details:
<https://www.govertvanginkel.nl>
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Govert van Ginkel is the Data Protection Officer of Govert van Ginkel > Bridging Spaces. He can be reached at mail@govertvanginkel.nl

PERSONAL DATA WE PROCESS

Govert van Ginkel > Bridging Spaces processes your personal data because you use our services and/or because you provide this data to us yourself.

Below is an overview of the personal data we process:

- First and last name
- Gender
- Address
- Phone number
- Email address
- Bank account number

SPECIAL AND/OR SENSITIVE PERSONAL DATA WE PROCESS

Our website and/or service does not intend to collect data about website visitors under the age of 16, unless they have permission from their parents or guardian. However, we cannot verify whether a visitor is older than 16. We therefore encourage parents to be involved in their children's online activities to prevent data about children being collected without parental consent. If you are convinced that we have collected personal data about a minor without this consent, please contact us at mail@govertvanginkel.nl, and we will delete this information.

FOR WHAT PURPOSE AND ON WHAT BASIS DO WE PROCESS PERSONAL DATA?

Govert van Ginkel > Bridging Spaces processes your personal data for the following purposes:

- To process your payment
- To send our newsletter and/or advertising brochure
- To be able to call or email you if necessary to provide our services
- To inform you about changes to our services and products

Govert van Ginkel > Bridging Spaces also processes personal data if we are legally obligated to do so, such as data we need for our tax return.

AUTOMATED DECISION-MAKING

Govert van Ginkel > Bridging Spaces does not make decisions based on automated processing on matters that could have (significant) consequences for individuals.

HOW LONG DO WE RETAIN PERSONAL DATA?

Govert van Ginkel > Bridging Spaces does not retain your personal data longer than is strictly necessary to achieve the purposes for which your data is collected. The processing of the aforementioned personal data is solely for the purpose of adequately performing our services. For example, we need your contact information to make and change appointments, your name and account number to send invoices, etc. We retain invoice information for the 7-year period required by the Dutch Tax and Customs Administration.

If you have given permission to receive information via a newsletter, this permission will be retained until revoked.

NOTES TAKEN DURING MEDIATION, COACHING, AND CONSULTING

Govert van Ginkel > Bridging Spaces sometimes takes written notes during mediation, coaching sessions, or for consulting purposes. The content of these notes is confidential. These notes are destroyed after the assignment. Any advice provided is retained for 2 years. No information about the content of these conversations will be shared with third parties unless you have a legitimate interest in doing so and give your consent.

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Govert van Ginkel > Bridging Spaces does not sell your data to third parties and will only provide it if this is necessary for the execution of our agreement with you or to comply with a legal obligation. Cookies, or similar technologies, that we use



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You can send a request for access, correction, deletion, or transfer of your personal data, or a request to withdraw your consent or object to the processing of your personal data, to mail@govertvanginkel.nl.

To verify that the request for access has been made by you, we ask you to include a copy of your ID with the request. In this copy, please redact your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number, and Citizen Service Number (BSN). This is to protect your privacy. We will respond to your request as quickly as possible, but within four weeks.

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<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

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