

Meijer en Meijaard Advies BV is responsible for the processing of personal data as shown in this privacy statement.

1. Personal data that we process

Meijer en Meijaard Advies BV processes your personal data by you using our services (career training and coaching) and/or by you providing this information to us. Below is an overview of the personal data we process:

- First and last name
- Gender
- Date of birth
- Telephone number
- (E-mail) address.

2. For what purpose and on what basis we process personal data

Meijer en Meijaard Advies BV processes your personal data in order to be able to call or e-mail you or to reach you by post, if this is necessary to carry out our services.

3. How long we store personal data

Meijer en Meijaard Advies BV does not store your personal data longer than is strictly necessary to realize the goals for which your data are collected. Because the term of validity of psychological test results is two years, we also use this term for the storage of your personal data and test results, to give you the opportunity to follow another training within this period, for which these same test results can be used again.

4. Sharing personal data with third parties

Meijer en Meijaard Advies BV will only provide your personal data to third parties (testlokaal and trainers/coaches) if this is necessary for the execution of our services to you.

5. How your data are stored

Meijer en Meijaard Advies BV stores your data at the office in Wageningen, where they are digitally used and stored on the computer of the office manager. Meijer en Meijaard Advies BV stores its back-up files in Office365. SnelStart is used for accounting purposes. Accounting data is stored online via that program and is protected by two-step verification. Meijer en Meijaard Advies BV uses Optimezers.nl for the maintenance of all computer equipment. When necessary, Optimezers has access to the data from Meijer en Meijaard Advies BV, including your details.

Meijer en Meijaard Advies BV takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you feel that your details are not properly secured or there are indications of abuse, please contact us via info@adviesbureau.nl

6. Cookies or similar techniques

Meijer en Meijaard Advies BV does not use cookies or similar techniques.

7. View, modify or delete data

You have the right to view, correct or delete your personal data. You also have the right to withdraw your consent to the data processing or to object to the processing of your personal data by Meijer en Meijaard Advies BV and you have the right to data portability. This means that you can submit a request to us to send in a computer file your personal information to you or another person/organization mentioned by you. You can send a request for access, correction, deletion, data transfer of your personal data, request for cancellation of your consent or objection to the processing of your personal data to info@adviesbureau.nl. To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen Service Number (BSN) black in this copy. This is to protect your privacy. We respond as quickly as possible, but within four weeks, at your request. Meijer en Meijaard Advies BV would also like to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>