## **Privacy Policy**

Sabine Meijer Coaching & Advies, located in Oost,- West- en Middelbeers, is responsible for the processing of personal data as shown in this privacy policy.

## Personal data that I might process

Sabine Meijer Coaching & Advies may process your personal data because you use my services and/or because you provide me with that data.

Here you will find the personal data that I might process:

- First and last name
- Sex
- Date of birth
- Address data
- Phone number
- E-mail address
- Bank account number

### For what purpose and on what basis do I process personal data

Sabine Meijer Coaching & Advies processes your personal data for the following purposes:

- Handling your payment
- To deliver services to you
- To be able to call or e-mail you to carry out our services

Sabine Meijer Coaching & Advies also processes personal data if I am legally obliged to do so, such as data that I need for our tax return.

#### How long do I save your personal data

Sabine Meijer Coaching & Advies does not save your personal data any longer than is strictly necessary to realise the purposes for which your data is collected.

Your data will not be saved for any longer than 12 months, when there is no contract.

When a customer has purchased a service, I am obliged to save this data for 7 years in compliance with the Tax Act. I will delete data that I do not need to perform my services.

#### Sharing personal data with third parties

Sabine Meijer Coaching & Advies only provides data to third parties, if this is necessary for the execution of our agreement or to comply with a legal obligation. Information is also shared with the hosting provider for the operation of web functionalities, such as sending and receiving emails.

I conclude a processing agreement with companies that process your data on my behalf to ensure the same level of security and confidentiality of your data. Sabine Meijer Coaching & Advies remains responsible for these processing operations.

Version: 15<sup>th</sup> of March 2022

# **Privacy Policy**

#### Cookies, or similar techniques, that I use

Sabine Meijer Coaching & Advies only uses technical and functional cookies. The cookies I use enable you to log onto my website and enable me to adjust the website to your needs. You can opt out of cookies by adjusting the settings on your internet browser that it no longer stores cookies. In addition, you can also delete all information that has previously been stored via the settings of your browser.

Sabine Meijer Coaching & Advies does not use social media plugins.

## View, rectify or delete data

You have the right to view, rectify, delete and restrict processing of your personal data as well as the right to object to the processing of your personal data and the right to data portability. This means that you can submit a request to me to send you the personal data that I save in a computer file.

You can exercise these rights by contacting me at <a href="mailto:sabine@sabinemeijer.nl">sabine@sabinemeijer.nl</a>.

Each request must be accompanied by a copy of a valid ID, on which you put your signature and state the address where I can contact you. Sabine Meijer Coaching & Advies will respond to your request as soon as possible, but within four weeks.

#### How I protect personal data

Sabine Meijer Coaching & Advies takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not properly secured or there are indications of misuse, please contact <a href="mailto:sabine@sabinemeijer.nl">sabine@sabinemeijer.nl</a>.

For the contact details, I refer to the contact details as stated on the website.

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