

PRIVACY STATEMENT COACHBOULEVARD

Dear visitor of our website,

You are visiting our website in search of information or to enrol in a course, training programme or one day training. By doing so, you are leaving online traces behind. As an enterprise, we are obliged to inform you about the way we handle your personal information. What happens to it, with what purpose, and how store and secure your data. This is described in this privacy statement. This statement is required to be concise, transparent, comprehensible and easily accessible.

Coachboulevard Ltd., located at Joseph Haydnlaan 2a, 3533 AE Utrecht, is responsible for the processing of personal information as mentioned in this privacy statement.

Contact information:

<http://www.coachboulevard.nl> Joseph Haydnlaan 2a, 3533 AE Utrecht 030-2519195. Anneke Sliedrecht is the Data Protection Officer of Coachboulevard, she can be reached through info@coachboulevard.nl

Personal information that we process:

Coachboulevard processes your personal information because you make use of our services and/or because you provided us with your personal information yourself.

Contact form:

Have you asked us a question or have you contacted us through the contact form on our website? Then we'll exclusively use your data to get in touch with you in order to assist you. If you show an interest in signing up for any of our programmes, then we'll keep your email address and phone number so we may approach you at a later date to ask if you are still interested in signing up. If you download our brochure, we'll keep your email address so we may approach you at a later date to ask if the information was sufficient or if there are any questions you might have.

Application for a course, training programme or one day training:

You apply using a registration form on our website. There we ask you to fill in your personal contact details and the data of the organisation you work for, in case you have applied through your organisation.

What we do with that information:

We save your contact information in our database. By doing so we can confirm your registration and we invite you for the programme. We use your phone number in order to be able to reach you for an intake over the phone. Your place and date of birth will be used exclusively to create your certificate after successfully finishing the course or training you participated in, as well as for requesting your post-hbo diploma, if applicable. The data for the invoice is saved in our accounting system.

Prior to a Coachboulevard class, we make a list with all the participants of that day and give that list to the trainer. On our list of participants, we mention your first name and surname, your email address, phone number and the courses that you might take. This list is only for the eyes of the trainer, who uses the list to see who is and who isn't present. We don't provide any address information on the list. If you prefer not to have your contact information on the list, you can notify us by emailing us at info@coachboulevard.nl. In that case, we will only show your first name and surname.

We also use your contact details for our newsletter (if you have given us permission) or to inform you in another way about the activities of our company and to analyse the behaviour of website visitors in order to improve the website.

Will your data be shared with third-parties?

Yes, only when it is necessary because of a legal obligation or when it's a necessity for conducting business properly:

- The freelance educators and trainers of Coachboulevard. Our trainers sign a confidentiality statement for every assignment they take on.
- Your professional association (NOBCO, LVSC, ST!R, CPION, Schoolleidersregister PO). Solely in the case of you wanting to get Lifelong learning-hours/credits for following one of our courses and the relevant professional association requires proof of participation.
- Our accountant. Due to inspection of invoices containing address information.
- Our web host. For the storage of data from contact forms.
- Google Analytics. For the analysis of visitor's data on the website.
- Processing agreements have been made with these third parties.

What will not happen to your data?

Your data will not be sold to others. We do not use your data to construct a visitor's profile, nor do we use it for decision making based on automated processing, meaning that it's done by computer programmes/systems without the intervention of a person.

Your data will be kept safe.

We take the protection of your data very seriously. We save your data on the protected server of our IT-company. This server and the computers at Coachboulevard are secured by appropriate and effective technical measures. Our website makes use of a reliable SSL certificate. A SSL-connection can be recognized by the padlock icon.

Use of cookies on our website.

Coachboulevard uses only technical, functional and analytical cookies that do not violate your privacy. A cookie is a small text file that gets saved to your computer, tablet or smartphone the first visit time you visit this website. The cookies that we use are necessary for the technical operation of the website and for your convenience. They ensure that the website is working properly and also save your preferred settings, for example. We can also use them to optimise our website. You can refuse the use of cookies by setting up your internet browser in such a way that they do not save cookies anymore. You can also delete all the information that has previously been saved using the settings of your browser.

How long will your information be stored?

No longer than is necessary to realise the goals for which your data is collected. As a business, we are legally obligated to keep our records, including invoices with address information, for seven years.

Is something wrong, do you want to view your data or have it removed?

You have the right to view, correct or remove your personal information. You can do this yourself through the personal settings of your account. You also have the right to withdraw your consent to data processing or object to the processing of your personal information by our company and the right to data portability. This means that you can submit a request for us to send you, or an organisation you have specified, your personal information as a computer file. We guarantee to fulfil your request within two business days.

If you would like to make use of your right to object and/or the right to data portability or if you have any other questions/remarks about the data processing, please email a specified request to info@coachboulevard.nl. In order to ensure that the request for access has been made by you, we ask you to send us a copy of your ID (Identity Document) with the request. Make your passport/ID 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 done to protect your privacy. Coachboulevard will respond to your request as soon as possible, and within four weeks at most.

Coachboulevard 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 through the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

Complaint or questions about data protection?

Coachboulevard takes the protection of your data very seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you feel that your data is not properly protected or if there are indications of it being misused, please contact our Data Protection Officer, Anneke Sliedrecht.

Do you have tips, questions or other feedback? We would like to hear from you through info@coachboulevard.nl or 030-2519195

Best regards,
Team Coachboulevard

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