

Perfactor privacy policy 2020

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Privacy policy Perfactor

Perfactor Performances values the protection of your personal data of great importance. In this privacy statement we want to provide clear and transparent information about how we handle personal data. In the statement below Perfactor Performances will be replaced by Perfactor.

We make every effort to guarantee your privacy and therefore handle personal data with care. Perfactor is in all cases subject to applicable laws and regulations, including the General Data Protection Regulation. This implies that we at least:

- Process your personal data in accordance with the purpose for which they were provided, these goals and type of personal data are described in this privacy statement;
- Processing of your personal data is limited to only those data that are minimally required for the purposes for which they are processed;
- Ask for your express consent if we need it for the processing of your personal data;
- Have taken appropriate technical and organizational measures to ensure the security of your personal data;
- Not transmitting personal data to other parties, unless this is necessary for the purposes for which they were provided;
- To be aware of your rights regarding your personal details, to point this out and to respect them.

As Perfactor we are responsible for the processing of your personal data. If, after reading our privacy policy, or in a more general sense, you have questions about this or wish to contact us, you can do so using the contact details at the bottom of this document.

Processing personal data of contact persons of customers or suppliers

- Personal data of contact persons of customers or suppliers are processed by Perfactor for the following objective (s):
- Conducting a business administration
- Communication about products and services
- Implementing or issuing an assignment

The basis for this personal information is:

- The agreed assignment

For the purpose (s) above, Perfactor may request the following personal data from you:

- Name, function within the organization, email, telephone.

Processing of personal data of training, course, workshop and event participants

Personal data of participants of courses, workshops, training and events are processed by Perfactor for the following objective (s):

- Communication about a Perfactor course, workshop, training or event

The basis for this personal information is:

- Registration for a course, workshop, training or event.

For the purpose (s) above, Perfactor may request the following personal data from you:

- Name, function within the organization, email, telephone

Processing personal details of prospect, stakeholder/lobby contacts and/or interested party

Personal details of prospect, stakeholder / lobby contacts and / or interested parties are processed by Perfactor for the following objective (s):

- Communication about Perfactor products and services
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The basis for this personal information is:

- Oral permission, issuing of a business card, request information via email, website, etc.

For the purpose (s) above, Perfactor may request the following personal data from you:

- Name, function within the organization, email, telephone

Processing personal data of employees

Personal data of employees are processed by Perfactor for the following objective (s):

- Implement the employment contract.

The basis for this personal information is:

- The employment contract

For the above objective (s), the following personal data are recorded:

- • Name, street + house number, zipcode, place of residence, date of birth, gender, telephone number (s), ICE telephone number, private e-mail address, IBAN, type of identification (passpor /driving license), copy ID, BSN, marital status, date of service, type employment (full-time/part-time), job title, salary.

Provision to third parties

We may provide the data that you give to us to third parties if this is necessary for the execution of the above described purposes.

For example, we use a third party for:

- Taking care of the (financial) administration

We never pass on personal data to other parties with whom we have not entered into a processor agreement. With these parties (processors), we of course make the necessary arrangements to ensure the security of your personal data. Furthermore, we will not provide the information provided by you to other parties, unless this is legally required and permitted.

An example of this is that the police request us (personal) data in the context of an investigation. In such a case we must cooperate and are therefore obliged to provide this information. We may also share personal data with third parties if you give us permission in writing.

Within the EU

- We do not provide personal data to parties which are located outside the EU.

Minor

- We do not process personal data of minors (persons under the age of 16).

Storage period

- Perfactor does not store personal data longer than necessary for the purpose for which it was provided or required by law.

Security

We have taken appropriate technical and organizational measures to protect your personal data against unlawful processing, for example we have taken the following measures;

- All persons who can take note of your data on behalf of Perfactor are obliged to maintain their confidentiality.
- We use a user name and password policy on all our systems;
- We pseudonymise and ensure the encryption of personal data if there is reason to do so;
- We make backups of the personal data in order to be able to recover these in the event of physical or technical incidents;
- We regularly test and evaluate our measures;
- Our employees have been informed about the importance of the protection of personal data.

Your rights concerning your data

You have the right to inspect, rectify or delete the personal data we have received from you. You can also object to the processing of your personal data (or a part thereof) by us or by one of our processors.

You also have the right to have the data provided by you transferred by us to yourself or by order of you directly to another party. We can ask you to identify you before we can respond to the aforementioned requests.

May we process your personal data on the basis of a permission given by you, you always have the right to withdraw this permission.

Complaints

If you have a complaint about the processing of your personal data, we ask you to contact us directly. If we do not come together with you then we find this very annoying. You always have the right to file a complaint with the Dutch Data Protection Authority, this is the supervisory authority in the field of privacy protection.

Questions

If you have any questions or comments regarding our privacy policy please contact us!

Contact details Perfactor

Perfactor acting in training
Wevershof 24
2312RM Leiden, The Netherlands

+31(0)71-5282233
info@perfactor.nl