

PRIVACY STATEMENT

Which Personal details do we process?

E-for-Excellence uses your personal details because you have obtained one of our services and/or because you have given us these details yourself.

Below you will find the types of personal details we use:

- First and last name
- Company name
- Address details
- Telephone number
- Email address

Which special and/or sensitive personal data do we process?

Our website and training are not set on collecting data of website visitors younger than 16 years of age, unless they are allowed to do so by their parent(s) or custodian. Unfortunately, we do not have the ability to check whether a website visitor is older than 16. Therefore, we recommend parents to be present during online activities of their children, in order to prevent their data being gathered without parental consent. When you are convinced that we have obtained information of a minor without your consent, please contact us via mail@eforexcellence.com and we will remove these details.

On what basis and to what purpose do we process your personal details?

E-for-Excellence processes your personal details for the following activities:

- to process your payment
- to contact you when our service(s) requires so
- to be able to inform you about changes in our services and products
- to comply with Dutch law regarding invoicing.

Automated decision-making

E-for-Excellence does not make decisions based on automated processes about matters which might have (far-reaching) consequences for an individual. This relates to decisions which are made by computer programmes or systems without interference of an E-for-Excellence co-worker. E-for-Excellence uses the following computer programmes: Joomla, WordPress and Mollie.

How long do we keep your personal details?

E-for-Excellence does not keep your personal details longer than is necessary to execute the required activities and as is stated by Dutch law.

We go by the following time periods:

- 3 years for contact details

Sharing personal details with 3rd parties

E-for-Excellence will not share personal details with third parties unless it is necessary to perform our services and/or to comply with Dutch law.

Cookies or similar techniques that we use

E-for-Excellence uses technical and functional cookies, with the occasional use of analytical cookies which don't infringe on your privacy. A cookie is a small text file which is stored on your computer, tablet or smart phone when you visit our website for the first time. The cookies we use are necessary for the technical performance of our website and your customer experience. It also allows us to optimize our website. Should you wish to opt out, go to your internet browser and change the settings so that your computer no longer saves these cookies. In settings you could also remove all former stored cookies.

Changing or removing your personal details

You have the right to have a look at, correct or have your personal details removed. In addition, you have the right to withdraw your consent for using your personal details or object to the way E-for-Excellence processes your personal data. Moreover, you could ask E-for-Excellence to transfer your data to another party of your choosing. When you would like us to do one of these things, please send an email with your request to mail@eforexcellence.com

To ascertain that it is really you who is requesting the viewing, we ask you to submit a copy of your ID. In this copy, please blacken your passport picture, the MRZ, passport number and Social security number – so as to protect your privacy. We will respond as soon as possible, but always within four weeks.

E-for-Excellence would like to point out that you always have the option to file a complaint at the national authority: De Autoriteit Persoonsgegevens. You could use the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

How we protect personal data

E-for-Excellence takes protecting your personal details seriously and always takes precautionary measures to avoid abuse, unauthorised access, unbecoming publication and illicit changes. When you feel that your data are not properly protected or when you feel your details have been compromised, please contact us via mail@eforexcellence.com

E-for-Excellence, established at Beiaard 180, 4876 CP Etten-Leur The Netherlands is responsible for the processing of all personal details as described in this Privacy statement.

Elske is the official responsible for protecting your personal details at E-for-Excellence. She can be contacted at mail@eforexcellence.com