

PRIVACY STATEMENT

Prospectory B.V., with its registered office at Prospectory BV Koetshuis Sloten Sloteweg 1301 1066 CL Amsterdam, is responsible for the processing of personal data as set out in this privacy statement.

CONTACT DETAILS

www.prospectory.com

Prospectory BV

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THE PERSONAL DATA WE PROCESS

Prospectory processes your personal data because you make use of our services and/or you have provided them to us yourself. You will find an overview of the personal data that we process below:

- First name and surname
- Address details
- Telephone number
- E-mail address
- IP address
- Other personal data that you have actively provided, by, for example, creating a profile on this website, in correspondence and by telephone.
- Location details
- Internet browser and type of device

If you are 16 or younger, you can only use our website under the supervision of your parents or statutory representatives.

THE PURPOSE AND BASIS FOR PROCESSING YOUR PERSONAL DATA

Prospectory processes your personal data for the following purposes:

- Dealing with your payment.
- Sending our newsletter or initiations for seminars or training courses, for instance.
- Contacting you by telephone or e-mail if this is necessary in order to provide our service.
- Informing you about changes to our services and products.
- Delivering goods or services to you.

AUTOMATED DECISION-MAKING

Prospectory does **not** take decisions based on automated processes about matters that may have considerable or other consequences for people. This concerns decisions that are taken by computer programs or systems without the intervention of a person (such as an employee of Prospectory). Prospectory uses the following computer programs or systems:

Google analytics in order to gain an insight into visits on www.prospectory.com.

THE PERIOD FOR WHICH PERSONAL DATA IS RETAINED

Prospectory retains your personal data for no longer than is necessary in order to achieve the purposes for which your details are collected. The data we have to retain for longer periods of time by virtue of the law is excluded from this.

SHARING PERSONAL DATA WITH THIRD PARTIES

Prospectory will not sell your data to third parties and only discloses it if it is necessary for the performance of our agreement with you or to comply with a legal obligation. We enter into a processor's agreement with companies that process your data on our instructions in order to ensure the same level of security and confidentiality. Prospectory will continue to bear ultimate responsibility for such processing operations.

COOKIES OR SIMILAR TECHNOLOGIES WE USE

Prospectory only uses technical and functional cookies and analytical cookies that do not infringe your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies we use are necessary for the technical functioning of the website and for your ease of use. They ensure that the website works as it should and that your preferred settings, for example, are remembered. It also enables us to optimise our website. You can opt out of cookies by setting your Internet browser so that it does not store cookies any more. Furthermore, you can also use your browser settings to delete all information that has previously been stored.

INSPECTING, CORRECTING OR DELETING DATA

You have the right of access to your personal data and to correct or delete it. You also have the right to withdraw any permission for or object to the processing of your personal data by Prospectory and you also have the right of data portability. This means that you can also submit a request to us to send the personal data we have in a computer file to you or to another organisation nominated by you. You can submit a request for access, correction, deletion or transfer of your personal data or withdraw your permission for or object to the processing of your personal data by e-mail to info@prospectory.com. In order to be certain that you indeed have sent the request, please include a copy of a proof of identity with it. In this copy, you can render your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen Service Number (BSN) unreadable. This is to protect your privacy. We will reply as soon as possible and no later than four weeks.

HOW WE PROTECT PERSONAL DATA

Prospectory takes personal data protection very seriously and we, therefore, take appropriate measures to protect your personal data against misuse, loss, unauthorised access, unwanted disclosure, and unauthorised alteration. If you feel that your data is not protected securely or if there are signs of misuse, please get in touch with us on info@prospectory.com.