

Privacy statement: Protecting your privacy

Safeguarding the privacy of visitors to www.mijnloopbaancoach.net is an important task for us. For that reason, in our privacy policy, we describe what information we collect and how we use it.

Contact details

Personal data is processed by:

Stichting Mijn Loopbaancoach
Postbus 76, 2740 AB Waddinxveen,
The Netherlands
Telephone +31(0)88-080 88 80

Data protection officer: g.simons@mijnloopbaancoach.net

When processing personal data, we adhere to the requirements of the General Data Protection Regulation (GDPR).

This means, among other things, that we:

- Clearly state the purposes for which we process personal data. For our online services, we do so through this privacy statement. For our other services, we also do so by means of a consent form.
- Limit our collection of personal data to only the personal data necessary for the intended purposes.
- Ask you for explicit consent to process your personal data first
- Take appropriate security measures to protect your personal data and require the same from parties that process personal data on our behalf
- Respect your rights to access, correct or delete your personal data upon request.

Why do we use and retain personal data?

On various pages on our website, you can leave details to be called back. Moreover, you can also download brochures or register without any obligation through our website. The different contact forms each ask for different contact details.

Mijn Loopbaancoach uses your personal data only for the purpose for which you have provided it. For example, if you have entered your name and phone number to be called back, unless you authorise us to do so, Mijn Loopbaancoach will not use this information to send you other information as well.

Overview of personal data requested

Depending on your actions within the website, we may ask for the following information: first name, surname, address details, email address and telephone number. This data is processed in our customer relationship management system. Mijn Loopbaancoach will not store personal data for longer

than necessary for the purpose for which you have provided it. Your personal data will never be made available to third parties.

Security

The website www.mijnloopbaancoach.net is secured by its own SSL (Secure Socket Layer) certificate. The data entered is sent encrypted through a secure route.

Cookies

www.mijnloopbaancoach.net places one Google Analytics cookie on the computers of visitors. We do this to collect information about the pages users visit on our website. This enables us to measure how often visitors come back and see which pages are visited most (website optimisation). We also track which browser you use to visit the website. You can find more information on this in our cookie statement.

Criminal offences and/or statements

However, the data can be used for investigations, for example, if someone commits criminal offences or makes criminal statements through the website www.mijnloopbaancoach.net. Mijn Loopbaancoach respects your privacy in accordance with the General Data Protection Regulation. More information on the legislation can be found on the site of the Dutch Data Protection Authority: www.cbppweb.nl.

Approval

By using the information and services on www.mijnloopbaancoach.net, you agree to Mijn Loopbaancoach's privacy policy and terms and conditions contained herein.

Declaration of consent

If you would like to use our services (participate in a career path, coaching, workshop and so on), you must agree to Mijn Loopbaancoach using certain information. The following information is required:

1. To adequately serve you and/or
2. Because the service is funded by a grant provider. In this case, the service is usually free for you but Mijn Loopbaancoach has to justify under subsidy regulations that the service was actually provided. The data that Mijn Loopbaancoach must retain depends on the regulation. After the expiry of the mandatory retention period, Mijn Loopbaancoach destroys the individual data.

Depending on your personal pathway and its funding, the following information may be necessary:

- Name, address, postcode and town/city
- Phone number
- Email address
- Gender

- Date of birth
- Citizen Service Number (BSN), if applicable
- current employment or benefit status, if applicable.

Before you start, Mijn Loopbaancoach will ask for your consent in the form of a Declaration of Consent.

In the Netherlands, the BSN is also considered special personal data. The BSN is not included under the GDPR, but is in the UAVG (Implementation Act of the GDPR). Section 46 of the UAVG3 states that the BSN can only be used if provided for by law and then only for the implementation of that law or for the purposes provided for by that law. For example, if a project falls under the ESF 2014-2020 grant scheme, the grant recipient must include the BSN of the project participants in its reporting and final declaration.

Your rights

You have the right to submit a request to Mijn Loopbaancoach for access to your personal data. After receiving your request, you will receive an overview of your personal data within one month. If this overview reveals inaccuracies, you can ask us to amend, supplement, delete or block your data. You can also request Mijn Loopbaancoach to transfer the personal data or object to the processing of your personal data due to special personal circumstances.

Questions regarding this privacy statement or a request about the processing of your personal data can be sent to:

[Mijn Loopbaancoach Postbus 76, 2740 AB Waddinxveen, The Netherlands,
info@mijnloopbaancoach.net](mailto:info@mijnloopbaancoach.net)

To prevent abuse of these rights, when submitting the request we ask you to identify yourself by submitting a copy of a valid ID. Therefore, do not forget to obscure your BSN and passport photo on the copy. If you have a complaint regarding the processing of your personal data by Mijn Loopbaancoach, please let us know. If you cannot work it out between us, you have the right to lodge a complaint with the privacy regulator: the [Dutch Data Protection Authority](#). To do this, you can contact the Dutch Data Protection Authority.

Changes to the privacy statement

This privacy statement was last updated on 24 May 2023. Mijn Loopbaancoach may update this privacy statement. New versions are always published on the website.