

Privacy Policy of RESTART DCM – COURSE Providers

We attach great importance to the protection of your personal data. In this privacy policy we want to provide clear and transparent information about how we handle personal data.

We make every effort to ensure your privacy and therefore handle personal data with care. RESTART DCM course providers are in all cases subject to applicable laws and regulations, including the General Data Protection Regulation. This implies that we in any case:

- process your personal data in accordance with the purpose for which they are provided. These goals and type of personal data are described in this privacy policy;
- processing of your personal data is limited to only those data that are necessary for the purposes for which they are being processed;
- ask for your express permission if needed for processing your personal data;
- have taken appropriate technical and / or organizational measures so that the security of your personal data is guaranteed;
- will not transfer of personal data to other parties, unless this is necessary for implementation for the purposes for which they were provided;
- are aware of your rights regarding your personal data, provide this statement and ensure you that we will respect them.

We are responsible for the processing of your personal data. If, after reading our privacy policy, or if you have questions in general or wish to contact us, please do so using this contact info:

info@restartdcm.org

What do we process personal data for?

Your personal data will be processed for the following purposes:

- These are used to contact you to make appointments or cancellations in case of participation in course / workshop;
- These will be used to collect your payment for your participation in course / workshop;

For the objectives mentioned above we ask the following personal data from you only in case of participation in course / workshop in Rotterdam, the Netherlands:

- Name
- Address
- Residence
- Phone number
- E-mail address
- Date of birth and Place of birth (when participating) for certificate of attendance
- name and number of bank account (when participating)

In case the workshop will be organized on your venue, we only need the contact information of the person who organizes the workshop.

Provision to third parties

We never pass on personal data to parties other than those mentioned in this privacy policy. All persons working within this setting are obliged to ensure the security of your personal data.

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

Storage period of personal data

RESTART DCM does not store personal data longer than is necessary for processing purposes. For example, your account will be deleted as soon as the invoice for the workshop has been paid. We keep your name and email in our database - unless you ask us to remove it - in order to inform you about our future course offers.

Security

We have taken appropriate technical and organizational measures to protect your personal data against unlawful processing by the following measures;

- Technical measures: the computers that are used are protected by firewalls, virus scanners, encryption and strong password protected accounts;
- Organizational measures concern the closing of rooms and cabinets / secure access of equipment. Third parties do not have access to the computers and / or rooms in which data are stored.

Rights concerning your data

You have the right to inspect, rectify or to ask us to delete the personal data we have from you. You can also object to the processing of your personal data (or a part of it) by us. We will logically ask you for identification before we can comply with the aforementioned requests.

Complaints

If you have a complaint about the processing of your personal data, we ask you to contact us. If we can't solve this together you have the right to submit a complaint to the Dutch Data Protection Authority (<https://autoriteitpersoonsgegevens.nl>). This is the supervisory authority in the area of privacy.

If you have any questions or comments about our privacy policy please contact us at info@restartdcm.org