



Privacy statement Margot de Ruiter

The company Margot de Ruiter located at Brikkenwal 19, 2317 GT in Leiden, is responsible for the processing of personal data as shown in this privacy statement.

Contact details

<https://www.margotderuiter.net>

Brikkenwal 19, 2317 GT Leiden

+31623203423

M. de Ruiter is responsible for the data protection of Margot de Ruiter and can be contacted via margot@margotderuiter.net

Personal data that we process

Margot de Ruiter processes your personal data because you are using our services and/or because you provide this information to us. Below is an overview of the personal data we process:

- First and last name
- Sex
- Date of birth
- Address data
- Phone number
- E-mail address
- Other personal data that you actively provide, for example by answering the questionnaire at the beginning of the coaching and by mailing to Margot de Ruiter.
- Religion or belief (not required to provide)
- Health (not required to provide)
- Information about your visit to the website www.margotderuiter.net

Special and/or sensitive personal data that we process

Margot de Ruiter processes the following special and/or sensitive personal data of you if you explicitly give permission for this (this information is not mandatory, and you only give it to Margot de Ruiter if you consider this to be relevant):

- Religion or belief
- Health

For what purpose and on what basis we process personal data

Margot de Ruiter processes your personal data for the following purposes:

- Executing the service: coaching, training and/or consulting in accordance with the agreement we make.
- To be able to call or e-mail you in relation to the execution of the service.
- To be able to inform you about changes of the services and products of Margot de Ruiter.

- Margot de Ruiter also processes personal data if we are legally obliged to do so, such as information that we need for our tax declaration.
- Sending a newsletter, provided you explicitly sign up for this.

Automated decision-making

Margot de Ruiter does not make decisions based on automated processing on matters that can have (significant) consequences for people. These are decisions that are taken by computer programs or systems, without involving a person (for example, an employee of Margot de Ruiter).

How long do we store personal data

Margot de Ruiter does not store your personal data longer than is strictly necessary to realize the goals for which your data is collected. Margot de Ruiter uses the following retention periods for the following (categories of) personal data:

Personal data	Storage periode	Reason
Name, address, place of residence, telephone number, e-mail address	7 years	Administration for accountability to the tax authorities with legal retention period
Data of start and end of coaching and number of hours of coaching sessions	7 years	Time registration required for accountability to the tax authorities with legal retention period
Descriptions of situations, coaching questions, questionnaires with answers, reports of sessions, reflections from clients, correspondence, agreements, consent statements, photos of described flipcharts	2 years after final termination of coaching, training or consulting trajectory	In relationship with executing coaching, training or consulting trajectory
Analytical cookie	2 years	Measure visit website

Sharing personal data with third parties

Margot de Ruiter shares your personal data with various third parties if this is necessary for the execution of the agreement and to comply with any legal obligation. With companies that process your data in our assignment, we conclude a processor agreement to ensure the same level of security and confidentiality of your data. Margot de Ruiter remains responsible for these processing operations. Margot de Ruiter also provides your personal data to other third parties (see table below). We only do this with your explicit consent.

Name	Purpose	Data
Stolp + KAB adviseurs en accountants	Audit of the financial administration of Margot de Ruiter for annual accounts and tax declaration	Name, address, dates and hours of coaching or training in the financial administration
TransIP	Webhosting and maintaining safety website	Data traffic sent over the domain margotderuiter.net
Margot de Ruiter	Maintenance website and maintenance safety website	Data traffic sent over the domain margotderuiter.net
Google Analytics	Measure visit website	Analytic cookie

Cookies, or similar techniques, that we use

Margot de Ruiter only uses technical, functional 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 operation of the website and for your ease of use. They ensure that the website is safe, works properly and remembers, for example, your preferences. We can also optimize the website with this. You can opt out of cookies by setting your internet browser so that it does not store cookies anymore. In addition, you can also delete all information previously saved via the settings of your browser. For an explanation, see: <https://veiliginternetten.nl/themes/situatie/cookies-wat-zijn-het-en-wat-doe-ik-ermee/>

Cookies are also placed on this website by third parties.

Cookie: Google Analytics

Function: Analytical cookie that measures website visits

Storage period: 2 years

Data sharing from Analytics with Google is disabled.

View, modify or delete data

You have the right to view, correct or delete your personal data. You also have the right to withdraw your consent to the data processing or to object to the processing of your personal data by Margot de Ruiter and you have the right to data portability. This means that you can submit a request to us to send your personal information we hold to you or another organization mentioned by you in a computer file. You can send a request for access, correction, deletion, data transfer of your personal data, or a request for cancellation of your consent, or your objection to the processing of your personal data to margot@margotderuiter.net

To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Citizen Service Number (BSN) black in this copy. This is to protect your privacy. We respond as quickly as possible, but within four weeks, at your request.

Margot de Ruiter also wishes to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>



How we protect personal data

Margot de Ruiten takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you feel that your data is not properly secured or there are indications of abuse, please contact: margot@margotderuiten.net